



# Superintendent of Public Works

Job Specification  
Classification: Exempt  
Series: Public Works Management  
Level: 2 of 2

**DISTINGUISHING FEATURES OF THE CLASS:** This is the senior level of the Public Works Management series and is responsible directing the overall operations and strategic direction of the public works department. Responsibilities include planning, developing, and overseeing the implementation of the long-term public works plan; developing the overall budget; prioritizing and assigning projects in accordance with the development plan; and development operational policies and procedures. The incumbent does related work as required.

**EXAMPLES OF WORK ACTIVITIES:** (Illustrative only)

- Supervises staff to include: prioritizing and assigning work, ensuring staff is trained, ensuring that employees follow policies and procedures, maintaining a healthy and safe working environment, and making hiring, termination, and disciplinary recommendations.
- Performs field inspections of various work sites; examines work of crews, responds to complaints or concerns, and verifies proper procedures, policies, and practices are being followed.
- Prepares, monitors, and implements budget for public works department; monitors revenues and expenditures; assesses needs and expectations of projects and divisions and monitors goals.
- Oversees, reviews, and evaluates operations of divisions; provides advice and advanced administrative support in area of expertise to workers and project management teams.
- Facilitates, leads, and/or participates in meetings, proceedings, and committees; represents the department and community at meetings and conferences; serves as a liaison between departments, external organizations, the general public; and other agencies.
- Prepares, reviews, and presents reports, project scope and design recommendations, and data collection and analysis.
- Conducts research, attends seminars or trainings, and implements new ideas and training as needed.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Management principles;
- Budgetary practices and principles;
- Training methods and techniques;
- Applicable federal, state, and local laws, rules, and regulations;
- Project development and administration principles and practices;
- Safe work practices in field operations;
- Record keeping and statistic collection principles and practices;
- Safe operation of assigned equipment related to the position.

Ability to:

- Monitor and evaluate the work of subordinate staff;
- Prioritize and assign work;
- Manage large-scale public works projects;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:** (continued)

Ability to: (continued)

- Analyze and develop policies and procedures;
- Ensure compliance with applicable Federal, state, and local rules and regulations;
- Interpret and apply applicable laws, rules, and regulations;
- Analyze problems on site, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Prepare and administer budgets;
- Prepare and present a variety of correspondence, records, requisitions, reports, documents and forms;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in engineering or closely related field and 5 years of experience in public works activities including project management and maintenance and construction, 2 of which must have been in a supervisory capacity; or
- (B) Associate's Degree in engineering or closely related field and 7 years of experience in public works activities including project management and maintenance and construction, 3 of which must have been in a supervisory capacity; or
- (C) An equivalent combination of training and experience as defined by the limits of the above.

**MINIMUM QUALIFICATIONS FOR PROMOTION:**

- (A) Two (2) years experience in the position of Assistant Director of Public Works; or
- (B) Six (6) years experience in the position of Maintenance Supervisor with heavy equipment and/or snow removal operations experience; or
- (C) An equivalent combination of experience in the above titles.

Licensing Requirements: Valid NYS driver's license.

**SPECIAL NECESSARY REQUIREMENT:**

None required.

**Classification history:**

Revised: 3/20/2012