

ASSISTANT PUBLIC WORKS SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Public Works Superintendent of a Village in supervising various public works activities and for participating in such activities. Specific activities performed vary from village to village and from time to time, and may include a wide variety or a limited number of activities, and may involve various degrees of supervisory responsibilities. The work is performed under the general supervision of the Public Works Superintendent. Supervision is exercised over equipment operators, laborers and other public works employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Assists in planning, supervising, and participating in the construction and maintenance of streets, roads, sidewalks, water lines, storm and sewer lines; Assists in the supervising, and participates in the removal of snow and ice from streets and roads; Assists in supervising and participates in the care and maintenance of parks, playgrounds, cemeteries, and other public facilities; Assists in supervising and may participate in refuse collection; Assists in the supervision and/or participates in the operation of a water treatment plant and/or distribution system; Assists in the supervision and/or participates in the operation of a wastewater treatment facility; Operates a variety of equipment in connection with various public works activities; Assists in maintaining or maintains a variety of records and prepares reports as required.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the principles, practices and equipment used in the construction and maintenance of streets, sidewalks, sewers, and related public works activities. When assigned water distribution responsibilities: good knowledge of the principles of hydraulics, tools, equipment, and terminology related to water distribution systems. When assigned water treatment responsibilities: good knowledge of the principles, equipment, and procedures used in testing and treating water. When assigned wastewater treatment responsibilities: good knowledge of the principles, equipment, and procedures used in the operation and maintenance of a wastewater treatment facility. Ability to read, understand and record data from gauges, meters, and similar devices. When assigned water and/or wastewater treatment responsibilities: ability to make routine laboratory and field tests; Ability to read and utilize plans, specifications, and blueprints; Ability to understand and carry out oral and written instruction; Ability to plan and supervise the work of others; Mechanical aptitude; Willingness to work out-of-doors in a variety of weather; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one year of experience in the operation of highway construction and maintenance equipment.

SPECIAL REQUIREMENTS: Eligibility for an appropriate level New York State Driver's license at time of application. Valid Class B CDL Driver's License with Air Brakes at time of appointment and maintained during employment.

SPECIAL REQUIREMENTS: When assigned to water treatment and/or water distribution or wastewater treatment responsibilities, must possess appropriate certificate issued by the New York State Department of Health.

Revised 9/26/86; 5/15/15