

established 2/16/94; amended 1/20/16

PUBLIC WORKS SUPERVISOR

GENERAL STATEMENT OF DUTIES: This is a working supervisory position within the Department of Public Works (DPW). Individual supervises the maintenance, repair, replacement and construction of streets, sewers and waterlines, and fills in on crews as required to complete necessary assignments. Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving responsibility for the completion of projects in accordance with instructions received at the beginning of the assignment. The work is performed under the general supervision of the Director of Public Works with leeway allowed for the use of independent judgment in carrying out details of the work. Work is outlined to DPW staff in detail and oversight is maintained at all times.

EXAMPLES OF WORK: Responsible for planning, scheduling, dispatching and supervising the work for DPW staff and equipment necessary to complete assignments. Work involves but is not limited to: repair and construction of City streets; street cleaning; the paving of streets, tree trimming and removal; snow removal; construction, repair and replacement of sewers, sewer laterals, manholes, catch basins, cleaning of sewers, adjustment of all structure to finished street grade before paving. Also the construction, replacement and repair as necessary of water lines, laterals, valves, hydrants and all related work as required. Responds to emergencies such as water main breaks, collapsed sewers, blizzards, sleet, wind or other related unexpected situations, evaluating the conditions and making a decision on how to correct the problem.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Must be familiar and knowledgeable of all street, sewer, water maintenance and construction operations, equipment, tools and terminology used in the processes; ability to plan, prioritize, schedule and supervise the work of others; ability to understand and follow oral and written directions; ability to communicate in an amiable and courteous manner with DPW staff, employees of other City departments, residents, contractors and others who the supervisor will respond to and deal with; ability to keep records and make reports; ability to make simple arithmetic computations; ability to understand and work with construction drawings; reliability; mental alertness; physical condition commensurate with the demands of the position.

ACCEPTABLE TRAINING AND EXPERIENCE:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in civil engineering and one (1) year of full-time paid experience in construction, maintenance and repair of streets, sewers and water supplies; or
- (B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid experience in construction, maintenance and repair of streets, sewers and water supplies; or
- (C) An equivalent combination of training and experience defined by the limits of (A) and (B) above.