

DEPARTMENT: ALL VILLAGES
CLASSIFICATION: NON-COMPETITIVE (UNDER 5,000)
APPROVED: SEPTEMBER 12, 1988

DEPUTY PUBLIC WORKS SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: Assists the Public Works Superintendent in the conduct of public works in the village. This is an important supervisory position involving responsibility for assisting the Public Works Superintendent in carrying out the operations of the Public Works Department. An employee in this position must be capable of assuming complete charge of departmental activities in the absence of the Public Works Superintendent. Work is performed under direction of the Public Works Superintendent according to prescribed policies and procedures. Supervision is exercised over all subordinate employees in the department; does related work as required.

TYPICAL WORK ACTIVITIES:

1. Supervises the construction of new streets and the maintenance of existing streets;
2. Supervises the construction of new water lines and repair and maintenance of existing distribution systems;
3. Assists in the drawing of plans and specifications for construction projects;
4. Assists in overseeing collection and disposal of garbage, trash and other refuse;
5. Assists the Public Works superintendent in the conduct of the department tree care program;
6. Participates in planning and carrying out a program of maintenance for the village parks, playgrounds and cemeteries;
7. supervises snow and ice removal;
8. Inspects work of contractors and reports to Public Works Superintendent;
9. Provided for the maintenance of trucks and other department equipment;
10. Assists in the preparation of the department budget;
11. Maintains a variety of departmental records and prepares reports on operations;
12. Takes charge of the department in the absence of the Public Works Superintendent;
13. Where required assists in operation and overseeing water and/or waste water treatment facilities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles, practices and equipment used in the construction and maintenance of streets, distribution systems and related public work activities; working knowledge of the principles and procedures involved in the operation of a village public works department; working knowledge of the care of diseased trees; ability to supervise the work of subordinates; ability to work from plans, specification, and blueprints; ability to maintain records and draw up reports; resourcefulness; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a New York State equivalency diploma:

AND: Two years of progressively responsible experience in public works activities involving the construction and maintenance of streets, water and/or waste water distribution systems and facilities, at least one of which shall have been in a leadership capacity.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: If required eligibility for a New York State required certificate for water treatment plant operator and/or sewage treatment plant operator. Possession of the state required certificate at the time of appointment.

NOTE: Per the NYS health Code, if the position involves responsibility of the actual operation of water distribution systems, possession of a Grade D Water Distribution System Operator Certificate issued under provisions of the NYS Sanitary Code is required at time of appointment. It is the responsibility of the Municipality to submit this certificate with the application for approval before appointment.

-IMPORTANT-

IF N.Y.S. CERTIFICATES ARE NOT REQUIRED IT MUST BE SO STATED IN AN ADMINISTRATIVE LETTER WHICH MUST BE ATTACHED TO THE NOMINATING APPLICATION.