

DEPARTMENT: DEPARTMENT OF PUBLIC WORKS
CLASSIFICATION: COMPETITIVE
APPROVED: REVISED JUNE 28, 2002

ASSISTANT SUPERINTENDENT OF PUBLIC WORKS (North Tonawanda)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Superintendent of Public Works in planning, directing and overseeing the operation of various public works functions including the maintenance and repair of city streets, sewer lines, refuse collection and the maintenance of buildings, vehicles, and equipment. The work is performed under the general direction of the Superintendent of Public Works with leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision is exercised over the work of all subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in the planning and oversees the maintenance and repair of city streets, sidewalks and sewers, traffic controls, and street side trees;
Assists in the coordination of snow removal and ice control activities;
Assists in the supervision of activities associated with operation and maintenance of public buildings and equipment;
Assists the Superintendent in planning and oversees the City recycling, garbage collection and disposal operations;
Makes periodic inspections of current projects to determine extent of progress;
Studies the need for and plans the assignment of department personnel to specific functions;
Has investigations made when complaints are received regarding department activities;
Reviews requisitions for supplies and equipment and the necessity to make direct purchase;
Confers with Superintendent in budgetary needs of the department;
Works on a variety of projects or assignments related to department functions as designated by the Superintendent;
Maintains a variety of records and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the materials and equipment used in the construction, maintenance and repair of streets, sidewalks and sewer lines; Good knowledge of public works functions; Good knowledge of methods and materials used in snow removal and ice control activities; Ability to plan and supervise the work of a large work force; Ability to prepare records and reports; Ability to resolve complaints in a tactful, efficient manner; Ability to establish and maintain good working relations with others; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

SUGGESTED PROMOTIONAL QUALIFICATIONS:

Three (3) years of permanent competitive status as Heavy Equipment Supervisor, Traffic Maintenance Supervisor, or Lift Station Operator or five (5) years of permanent competitive status as a Storekeeper or Dispatcher in the North Tonawanda Department of Public Works.

OPEN COMPETITIVE:

1. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in Civil Engineering or a closely related field **and** one year of supervisory experience in civil engineering or public works construction or maintenance work; **or**
2. Graduation from high school or possession of a high school equivalency diploma **and** five years of experience as defined in (1), one year which must have been in a supervisory capacity.