

## **SUPERINTENDENT OF PUBLIC WORKS**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is an important supervisory position involving responsibility for planning and directing the activities of the Department of Public Works. Major areas of work include monitoring work distribution, overseeing the work of various divisions of the department (e.g., streets, sanitation, and buildings), and overall supervision of the administrative and operational workings of the department. The Superintendent of Public Works is an administrative position and background in civil engineering, while desirable, is not required. The City Department of Engineering, headed by a qualified civil engineer, advises and assists the Department of Public Works in technical areas involving civil engineering and related problems. Work is performed under the general supervision of the City Manager and is subject to policies and appropriations determined by the Common Council. Supervision is exercised over a large number of clerical, administrative, laborers, trades workers, and professional personnel.

### **TYPICAL WORK ACTIVITIES:**

1. Formulates policy and broad program activities for the department's operation;
2. Prepares and directs the preparations of the departmental budget and handles major departmental problems arising out of budget execution, personnel administration or purchasing;
3. Coordinates Public Works problems, projects, and policies throughout the City;
4. Determines project priorities and the scope, method, and sequence of the individual operations required to complete major projects;
5. Consults with other County and City department heads and officials in major problems of maintenance, operation, and expansion of facilities and buildings;
6. Responsible for directing all aspects of personnel administration within the department, including interviewing and hiring of employees, work assignments, and performance evaluations;
7. Develops long-range plans for meeting the department's future equipment and staffing needs, including staff training programs;
8. Makes periodic inspections at work sites to insure conformance with departmental standards and to monitor progress;
9. Addresses meetings of civic groups, municipal groups, etc., on matters pertaining to Public Works;
10. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the modern principles and practices of business administration and public administration; thorough knowledge of the modern principles and practices of the general construction trade; thorough knowledge of the principles of office management; thorough knowledge of the theory and practice of budgeting, financial record keeping and cost control; good knowledge of civil engineering principles and practices with reference to road construction, reconstruction and building construction maintenance and repair, and refuse collection; good knowledge of accepted safety practices engaged in the use of construction equipment and hand and power tools; good knowledge of OSHA regulations; ability to read engineering blueprints; ability to read and interpret legal instruments such as contracts and liens; ability to plan and supervise the work of others; ability to communicate effectively with others, both orally and in writing; initiative; resourcefulness; tact and courtesy; good judgement; physical condition commensurate with the demands of the position.

**SUPERINTENDENT OF PUBLIC WORKS** (Cont'd)

**RECOMMENDED TRAINING AND EXPERIENCE:**

- EITHER:       (A)     Graduation from a regionally accredited or New York State recognized college or university with a Bachelors Degree with a major in civil engineering, public administration or business administration and four years of responsible, full-time experience in construction, building maintenance or related public works activity, two years of which shall have been in a supervisory capacity;
- OR:            (B)     Graduation from high school or an equivalency diploma with eight years of responsible full-time work experience in construction, building maintenance or related public works activity, four years of which shall have been in a supervisory capacity;
- OR:            (C)     An equivalent combination of the training and experience as defined by the limits of (A) and (B) above.

NOTE:       A Masters Degree in civil engineering, public administration or business administration may be substituted for up to two years of the above-mentioned work experience, on a 30 credits equals one (1) year of experience basis.

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                  05/18/81