

## **SUPERVISOR OF PUBLIC WORKS**

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

This is important supervisory work responsible for overseeing and participating in the maintenance and reconstruction of streets, and the water and sewer distribution systems. This is skilled construction work which involves planning, assigning, and directing workers in the reconstruction and maintenance of streets. The work is performed under the general supervision of the Superintendent of Public Works and the Assistant Civil Engineer with wide leeway for exercise of independent judgment in planning work. Supervision is exercised over all personnel involved in street maintenance and in the installation and repair of the water and sewer distribution systems.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Supervises the inspection of highways to be resurfaced or repaired, as well as other special public works projects and the resulting work;
2. Supervises the coordination of equipment and manpower to accomplish the above;
3. Supervises leaves collection and snow removal operations;
4. Coordinates the equipment needs with the Central Garage;
5. Supervises the maintenance, repair, and construction of the water distribution and sewer systems consisting of mains, valves, hydrants and services;
6. Maintains an inventory of materials for hydrants, valves, meters, water and sewer mains, and services;
7. Maintains an inventory of materials necessary to maintain streets, including snow removal;
8. Supervises the inspection, tests and repairs of water meters, mains, hydrants, reservoirs, etc.;
9. Advises the Superintendent of Public Works and Assistant Civil Engineer of work in progress.

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

Knowledge of modern road construction and maintenance methods and procedures necessary to lead and participate in the maintenance and reconstruction of streets;

Knowledge of the equipment, materials, tools, terminology, and safety precautions used in road construction and maintenance and in snow removal and ice control needed to safely coordinate staff activities;

Ability to plan, organize, and supervise the work of others;

Ability to solve operating problems as they occur in the field;

Ability to secure the cooperation of subordinates;

Ability to understand and carry out complex oral and written directions;

Ability to keep records and make reports;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

**SUPERVISOR OF PUBLIC WORKS** (cont'd)

**MINIMUM QUALIFICATIONS:**

High School graduation or its equivalent and five (5) years of experience in street construction and maintenance, two (2) years of which were in a supervisory capacity.

**SPECIAL REQUIREMENT:**

Possession of a valid New York State Driver's license at the time of appointment.

TR9102

ADOPTED: 01/01/95

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