

## **SUPERINTENDENT OF PUBLIC WORKS**

**DEPARTMENT:** Village of Owego; Village of Waverly  
**CLASSIFICATION:** Competitive  
**SALARY GRADE:** To be determined  
**ADOPTED:** Revised 11/95; 10/02, 9/09, 01/20; 01/22 Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for extension, maintenance and repair of streets and roads. An incumbent in this position may also be responsible for one or more of the following municipal services or activities: building and zoning code enforcement, water treatment, sewage treatment, water distribution, storm and/or sanitary sewer extension, maintenance and repair, garbage collection, parks, cemetery and playgrounds maintenance. The work is performed under the general direction of the Mayor and Village Board. Supervision is exercised over all village employees engaged in public works activities. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- May supervise and participate in the construction, extension and maintenance of streets and roads;
- May supervise and participate in the extension and repair of water lines;
- May supervise and participate in the extension, maintenance and repair of storm and sanitary sewers;
- May supervise and participate in installation of drainage ditches and dry wells;
- May direct and assist in the sanding and salting of streets and roads, and the removal of snow and ice;
- May oversee the care and maintenance of parks;
- May oversee the care and maintenance of playgrounds and cemeteries;
- May operate tractor, bulldozer, backhoe and related public works equipment;
- May supervise and participate in the collection and disposal of garbage and trash;
- Makes recommendations to the Village Board regarding major projects and the need for materials, equipment and manpower;
- Maintains records on public works activities;
- Prepares and completes annual department budget and various reports as necessary;
- Reports to the Mayor and Village Board regarding public works activities and funds.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the principles, practices and equipment used in the extension, maintenance and repair of streets and roads; Working knowledge of the principles, practices and equipment used in the extension, maintenance and repair of water distribution lines, sanitary and storm sewer lines; good knowledge of building and zoning ordinances; ability to work from plans, specifications and blueprints; ability to plan and supervise the work of subordinates; possesses basic math and computer skills; initiative and resourcefulness; good judgement; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time experience or its part-time equivalent involving the maintenance and repair of streets and roads or the maintenance and repair of municipal water and sewer systems; two (2) years of which shall have involved supervisory responsibilities. Possession of a valid New York State Class D driver's license at time of appointment and throughout duration of employment.

**SPECIAL REQUIREMENT FOR VILLAGE OF OWEGO:** Possession of a valid New York State Class B CDL driver's license within 6 months of appointment and throughout duration of employment.