

Civil Division: Towns & Villages  
Jurisdictional Class: Competitive  
Village of New Hartford - Non-Competitive  
Village of Clinton - Non-Competitive  
EEO Category: Administrative Support  
Revised: 04/18/11

## **ASSISTANT PUBLIC WORKS SUPERINTENDENT**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for assisting a Public Works Superintendent in planning, supervising, and carrying out a public works program in a village including the maintenance and repair of streets, buildings, and water and sewer systems. The work is performed under general direction from the Superintendent and Village Board, with leeway allowed for the exercise of independent judgment in carrying out assigned duties. Supervision is exercised over subordinate public work activities. The incumbent performs related work as required.

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

Lays out, supervises, and may participate in the work of public works crews in constructing, maintaining, and repairing streets, buildings, parking lots, water and sewer lines, and installing valves, gates and fire hydrants;  
Coordinates, supervises, and may participate in maintaining water and sewage treatment plants including distribution and collection lines;  
Supervises snow removal activities and the sanding and sweeping of streets;  
Schedules the maintenance and repair of tools and equipment;  
Supervises park maintenance activities including cutting grass, planting and trimming trees, and general cleaning;  
Interprets plans and drawings related to construction projects;  
Confers with Mayor and Village Board and determines construction and maintenance needs and plans schedules for various assigned public works projects;  
Maintains records and reports on work activities including labor and materials needed to complete specific projects;  
May be required to operate a variety of construction equipment as occasion demands.

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

Good knowledge of modern principles, practices, and equipment involved in the construction and maintenance of streets and water and sewer lines; good knowledge of equipment, materials, tools, terminology, and safety precautions used in public works construction and maintenance activities; good knowledge of the maintenance of water and sewage treatment plants; ability to read and understand sketches and blueprints; ability to plan, organize, and supervise the work of others; ability to coordinate and schedule public works projects; ability to follow oral and written directions; ability to prepare records and reports related to the work.

**MINIMUM QUALIFICATIONS:** Two (2) years of experience in public works activities involving the construction, maintenance and repair of streets and water and sewer systems, or similar work;

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page two

**NOTE:** Verifiable part-time experience as described above will be pro-rated toward meeting full-time experience requirements.

**SPECIAL REQUIREMENT:** Eligibility for appropriate level motor vehicle license at time of application. Possession of a valid, appropriate motor vehicle license at time of appointment. This license must be maintained throughout appointment.

Adopted: 09/25/86

Revised: 07/05/95, 04/09/97, 04/18/11