

Civil Division: Village of Oriskany Falls  
Jurisdictional Class: Non-Competitive  
EEO Category: Administrative Support  
Revised: 04/18/11

## **ASSISTANT STREETS AND WATER SUPERINTENDENT**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for assisting a Streets and Water Superintendent in planning, supervising and carrying out a public works program in a village, including the maintenance and repair of streets and water systems. The work is performed under general direction from the Superintendent and Village Mayor, with leeway allowed for the exercise of independent judgment in carrying out assigned duties. Supervision is exercised over the work of subordinates. 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 and water lines and installing valves, gates and fire hydrants;  
Coordinates, supervises and may participate in, maintaining water treatment plants including distribution and collection lines;  
Supervises and participates in snow removal activities and sanding and sweeping of village streets;  
Schedules the maintenance and repair of street and water system tools and equipment;  
Supervises park maintenance activities including cutting grass, planting and trimming trees and general cleaning;  
Interprets plans and drawings related to street and water construction projects;  
Supervises and participates in water testing activities, fixing leaks and related tasks;  
Confers with Superintendent and Mayor, 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 lines; good knowledge of equipment, materials, tools, terminology and safety precautions used in public works construction and maintenance activities; 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.

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**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college with an Associate's Degree in engineering technology, construction technology or a closely related field; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma, **AND** two (2) years of experience in public works activities involving the construction, maintenance and repair of streets and water systems.

**NOTE:** Verifiable part-time experience as defined in (B) above will be pro-rated toward meeting full-time experience requirements.

**SPECIAL REQUIREMENT:** Possession of an appropriate level, valid New York State Driver's License at time of appointment. This license must be maintained throughout appointment.

Adopted: 04/11/89

Revised: 08/29/1996, 04/18/11