



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Superintendent of Public Works**
Jurisdictional Class: Non-Competitive*** (Population less than 5,000)
Pending Classification Approval in Town of Sterling
Civil Division: Town of Fleming, Town of Springport, Town of Owasco (NYSCSC 10/21/09)
Town of Sterling (JC Pending)
Adoption: CSM 7/9/97
Revised: CSM 9/12/01, 12/12/07, 12/09/09, 3/14/12

DISTINGUISHING FEATURES OF THE CLASS:

Has responsible charge of the public works activities in a town; does related work as required. The functions of individual Superintendents vary but in every way there exists responsibility for construction, maintenance, and extension of streets or roads. In addition, a Public Works Superintendent in a specific town may be responsible for one or more of the following municipal services or activities: water treatment, wastewater treatment, water distribution, garbage collection and disposal, and parks maintenance. The work usually is performed under general supervision from the town board or Town Supervisor. Supervision is exercised over a varying number of subordinate employees.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans, supervises, and participates in the construction, extension, and maintenance of streets and roads;
Supervises the operation and maintenance of a water treatment plant and/or a wastewater treatment plant;
Supervises and participates in the extension of storm and sanitary sewers and water lines;
Directs and assists in the removal of snow and ice from streets and roads when it pertains to water and sewer repair;
Has charge of the care and maintenance of tools and equipment;
Oversees the maintenance of parks, playgrounds, and cemeteries;
Makes recommendations to the Town Board regarding major projects and the need for materials, equipment, and manpower;
Keeps records of public works activities and prepares reports.
May oversee and participate in the operation of a recycling facility;
May assist in the training of subordinate employees;
Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and equipment used in the construction and maintenance of streets, sidewalks, wastewater and water lines and related public works activities;
Good knowledge of the practices and equipment involved in the operation and maintenance of wastewater treatment and water treatment plants when part of the duties and responsibilities of the position;
Good knowledge of the maintenance and repair of motorized equipment;
Good knowledge of grounds maintenance activities;
Ability to plan and supervise the work of subordinates;
Ability to work from plans, specifications, and blueprints;
Initiative and resourcefulness;
Good judgment;
Good physical condition.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, PLUS 4 years of experience in the construction, maintenance, or operation of streets, water, or wastewater distribution systems.

SPECIAL REQUIREMENT(S):

If the position involves the operation and maintenance of a water treatment plant and/or a wastewater treatment plant, incumbent must possess appropriate certificate(s) for operation of a Water and/or Wastewater Treatment Plant issued by the New York State Department of Health or Environmental Conservation at time of appointment as required and monitored by the Department of Health and/or Environmental Conservation.