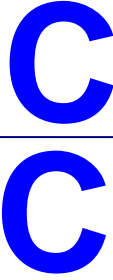




**CAYUGA
COUNTY**



An Equal Opportunity - Affirmative Action Employer

CIVIL SERVICE COMMISSION

F:\Civil\JobSpecs\Assistant
Superintendent of Public Works

TITLE:	ASSISTANT SUPERINTENDENT OF PUBLIC WORKS
JURISDICTIONAL CLASS:	NON-COMPETITIVE*** (***POPULATION LESS THAN 5,000)
CIVIL DIVISION:	Village of Cayuga Village of Weedsport – Approved NYSCSC 2/14/05
ADOPTION: CSM	2/19/92
REVISED: CSM	10/15/03, 4/11/07

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for assisting a Superintendent of Public Works in planning, supervising, and carrying out a public works program in a village including the maintenance and repair of streets, water and sewer systems, and snow removal activities. The work is performed under general direction from the Superintendent and/or Village Mayor with leeway allowed for exercise in independent judgment in carrying out assigned duties. Supervision is exercised over the work of subordinates. The incumbent does 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 a water treatment plant including distribution and collection lines;
- Supervises and participates in snow removal activities, sanding, and sweeping of village streets;
- Schedules the maintenance and repair of street, water, and sewage system tools and equipment;
- May supervise park or cemetery maintenance activities including cutting grass, planting, trimming trees and general cleaning;
- Interprets plans and drawings related to street, water, and sewer construction projects;
- May supervise and participate in water and sewage treatment testing activities, fixing leaks, and related tasks;
- Confers with the Superintendent and the 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 KNOWLEDGES, SKILLS, ABILITIES, & 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 grounds maintenance and snow removal 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;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or NYS registered college with an Associate's Degree in engineering technology, construction technology, or related field; OR
- (B) 2 years of experience in activities involving the construction, maintenance, and repair of streets, water distribution, and sewage collection systems; OR
- (C) An equivalent combination of training and experience as outlined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Possession of an appropriate level motor vehicle license issued by the NYS Department of Motor Vehicles at time of appointment.