



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

**JOB SPECIFICATION**

Civil Service Title: **Superintendent of Public Works Trainee**  
Jurisdictional Class: Non-Competitive  
Civil Division: Villages  
Adoption: CSM 5/13/09  
Revised: CSM

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**DISTINGUISHING FEATURES OF THE CLASS:**

Has responsible charge of the public works activities in a Village; does related work as required. Has responsibility for construction, maintenance, and extension of streets or roads. Term of appointment is limited to one year, during which time employees are required to satisfactorily complete the training and experience requirements of the NYS Sanitary Code for a certificate appropriate to the plant. Undergoes on-the-job training to become qualified 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 Village Board or Village Administrator. 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 or roads;  
Assists in the operation and maintenance of a water treatment plant and/or a wastewater treatment plant;  
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;  
Has charge of the care and maintenance of tools and equipment;  
Oversees the maintenance of parks, playgrounds and cemeteries;  
Makes recommendations to the Village Board regarding major projects and the need for materials, equipment and manpower;  
Keeps records of public works activities and prepares reports;  
Does related tasks 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 and 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;

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Ability to learn about wastewater and water lines and related public works activities;  
Ability to plan and supervise the work of subordinates;  
Ability to work from plans, specifications and blueprints;  
Ability to get along well with others;  
Ability to understand and follow oral and written instructions;  
Initiative and resourcefulness;  
Good judgment;  
Good physical condition.

**MINIMUM QUALIFICATIONS:**

Graduation from high school AND 4 years of experience in the construction, maintenance or operation of streets, water or wastewater distribution systems.

(Approved by NYSCSC 9/21/11)