



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

**JOB SPECIFICATION**

Civil Service Title: **SUPERINTENDENT OF PUBLIC WORKS**  
Jurisdictional Class: Non-Competitive (for populations less than 5,000 \*\*\*)  
Competitive (Full-time)  
Civil Division: Villages  
Adoption: CSM  
Revised: CSM 12/9/81; 10/14/86; 9/20/90; 2/8/95; 1/10/96; 10/1/97; 2/14/01; 11/10/10;  
7/11/18

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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. This title exists in a number of Villages. 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 Village 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 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;  
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;  
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.

**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:**

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

**SPECIAL REQUIREMENT(S):**

- (A) Possession of an appropriate certificate for operation of a Water and/or Wastewater Treatment Plant issued by the NYS Dept. of Health or Environmental Conservation at time of appointment where such certificate is necessary (see below) AND possession of appropriate level New York State Driver's license.

**GRADE OF CERTIFICATE  
VILLAGES**

<b>VILLAGE</b>	<b>WATER TREATMENT</b>	<b>WASTEWATER TREATMENT</b>
Aurora	D	3 A
Cato	C	
Cayuga	II A	1
Fair Haven	II B & D	
Moravia	II B & D	3 A
Port Byron	D	2 A
Union Springs	II B & D	3 A
Weedsport	II B & D	3 A