

VILLAGE PUBLIC WORKS SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: This is difficult technical and administrative work involving responsibility for directing, coordinating, and inspecting the operation and maintenance of street, sewer and water systems, sewage and water treatment activities, and other public works. The work is performed under general supervision in accordance with established policies, and is reviewed by inspection by the Village Board and through reports. Work is performed in the office and in the field. Supervision is exercised over the work of all departmental personnel. A Village Public Works Superintendent does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises, assigns and inspects the repair, cleaning and maintenance of the water and sewer system;

Supervises and participates in the cleaning, maintenance and repair of streets and storm systems;

Supervises the repair and maintenance of consumer water supply systems;

Supervises and trains subordinate personnel;

Performs various difficult technical and administrative tasks;

Directs snow removal and street sanding and sweeping;

Supervises, inspects and participates in the installation and maintenance of water mains, meters, pipes and other fixtures and equipment;

Keeps records and makes reports;

Takes water samples for bacteriological and chemical analysis;

Supervises and inspects the operation and maintenance of machines and equipment at the water and wastewater treatment plants; and

Performs other related duties as required.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the operation and maintenance of street, water and sewer systems and of wastewater and water treatment procedures; thorough knowledge of tools, terminology, procedures, equipment and safety precautions used in such operation and maintenance; good knowledge of hydraulics and principles of chemistry as related to water distribution; ability to plan, direct, supervise and accept responsibility for the work of others; ability to maintain records and to prepare reports; ability to establish and maintain effective working relationships with others; ability to stoop, bend, and kneel; ability to climb ladders; ability to perform activities in a variety of environments, temperatures, and weather conditions; initiative and resourcefulness; dependability; mechanical aptitude; physical condition commensurate with the demands of the position..

MINIMUM QUALIFICATIONS: Applicants must meet all requirements for one of the following qualification options in order to be approved for examination and/or appointment:

Qualification Option #	1	2	3
Training/Education	<input type="checkbox"/> Possession of a Bachelor's degree from a New York State or regionally accredited college or university in civil engineering or a related field.	<input type="checkbox"/> Possession of an Associate's degree from a New York State or regionally accredited college or university in civil engineering or a related field.	<input type="checkbox"/> Graduation from high school or possession of a high school equivalency diploma.
General experience	<input type="checkbox"/> One year of full-time, paid experience in public works or related construction activity.	<input type="checkbox"/> Three years of full-time, paid experience in public works or related construction activity.	<input type="checkbox"/> Five years of full-time, paid progressively responsible experience in public works or related construction activity.
Supervisory experience	<input type="checkbox"/> None required.	<input type="checkbox"/> One year of the above experience must have been in a supervisory capacity.	<input type="checkbox"/> Two years of the above experience must have been in a supervisory capacity.
License/Certification	<input type="checkbox"/> Possession of a valid New York State driver's license. <input type="checkbox"/> Eligibility for appropriate water treatment and purification plant operator's certificate and sewage treatment plant operator's certificate, as applicable, issued by the State of New York.	<input type="checkbox"/> Possession of a valid New York State driver's license. <input type="checkbox"/> Eligibility for appropriate water treatment and purification plant operator's certificate and sewage treatment plant operator's certificate, as applicable, issued by the State of New York.	<input type="checkbox"/> Possession of a valid New York State driver's license. <input type="checkbox"/> Eligibility for appropriate water treatment and purification plant operator's certificate and sewage treatment plant operator's certificate, as applicable, issued by the State of New York.
Other requirements	<input type="checkbox"/> See Special Qualifications below.	<input type="checkbox"/> See Special Qualifications below.	<input type="checkbox"/> See Special Qualifications below.

Part-time service will be given prorated credit toward experience requirements.

SPECIAL QUALIFICATIONS:

- 1.) Possession of appropriate certificates required at the time of appointment.
- 2.) Appropriate certification must be maintained in good standing throughout employment.
- 3.) Appropriate licensure must be maintained throughout employment.
- 4.) A driving record evidencing safe and responsible vehicle operation is required.
- 5.) Must authorize and execute any necessary releases to enable the appointing authority to verify licensure and driving history involving violations and/or crimes.

NOTE: The appointing authority is responsible for verifying the appointee’s certificates, driving record and licensure at appointment and throughout employment.

<u>Village</u>	<u>Water Certificate</u>	<u>Wastewater Certificate¹</u>
Avon	II-A, D	II ²
Caledonia	D	N.A.
Dansville	II-A, D	III-A
Geneseo	II-A, D	III
Leicester	D	N.A.
Lima	C, D	II
Mt. Morris	II-A, D	II
Nunda	II-A, D	III-A

Village Public Works Superintendent, C in all divisions

Revised 12/17/96, 3/3/2020

Water System Operator qualifications mandated by 10 NYCRR §5-4.3.

Wastewater Treatment Plant Operator qualifications mandated by 6 NYCRR §650.6.

¹ Operator certification grades current as of February 2020 – grades may change based on facility upgrades or modifications to treatment systems.

² Grade 3 certification will be required as of 5/1/2022.