

DEPUTY SUPERINTENDENT OF PUBLIC WORKS

LOCATION: Village of Owego
CLASSIFICATION: Non-Competitive when population is under 5,000; Policy Influencing Confidential
SALARY: To be determined
ADOPTED: 2/96; 03/19 Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting in managing the daily operations of a municipal public works department. The incumbent will oversee the extension, maintenance and repair of streets and roads. In addition, a Deputy Superintendent may be responsible for municipal services or activities such as: building and zoning code enforcement, sewage treatment, water distribution, storm and/or sanitary sewer extension; maintenance and repair, garbage collection, parks, cemetery and playground maintenance. The work is performed under the general direction of the Superintendent of Public Works. Supervision is exercised over all village employees engaged in public works activities. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Plans, supervises and participates in the construction, extension and maintenance of streets and roads;
- Supervises the extension, maintenance and repair of storm and sanitary sewers;
- Supervises the installation of drainage ditches and dry wells;
- Supervises the sanding of streets/roads and the removal of snow/ice;
- May assist in issuing building permits and enforcement of provisions of building and zoning codes;
- Oversees the care and maintenance of parks, playgrounds, cemeteries and maintenance of village vehicles;
- Operates tractor, bulldozer, backhoe and related equipment when required;
- Supervises and assists in various public works projects when required;
- Makes recommendations to the Superintendent with regard to public works projects and the need for materials, equipment and manpower;
- Maintains records and compiles reports on public works activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles, practices and equipment used in the extension, maintenance and repair of streets and roads; good knowledge of the principles involved in the operation of the village public works department; good knowledge of the principles and equipment used in the extension; maintenance and repair of water distribution lines, sanitary and storm sewer lines; good knowledge of the village building and zoning ordinances, ability to establish and maintain cooperative working relationships with others; ability to work from plans, specifications and blueprints; ability to plan, direct and supervise the work of subordinates; initiative and resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and three years of full-time paid work experience or its part-time equivalent with municipal public works activities, one year of which must have involved supervisory duties.

SPECIAL REQUIREMENT:

Must possess a valid driver's license at time of appointment.