

Department of Public Works Assistant Superintendent

Distinguishing Features of the Class: Work involves direct day-to-day supervision and planning of work for the Cities Department of Public Works which includes streets, sewers, water, sidewalks, parks, buildings, and other public work functions. Work includes participation in actual work efforts and includes inspections, laboratory, equipment maintenance and repair, equipment operation, operation coverage and other duties. Work is performed under the direction of the Superintendent of Public Works and involves direct supervision over the work of others. Does related work as required.

Typical Work Activities:

Assists the Superintendent in the planning and implementation of day-to-day work assignments for personnel involved in the City's public works functions including street and sidewalk repair and maintenance, park operations, a type III WWTP, a type IIA water filter plant and a water well supply system;

Acts in absence of the superintendent in all matters related to public works functions;

May aid in development of personnel policies, municipal bargaining strategies and serve in an advisory capacity to the Mayor and other government officials as it relates to the Public Works functions;

Plans, assigns and inspects work of subordinates on a daily basis;

Operates heavy equipment;

Supervises and participates in the installation, maintenance, replacement and repair of water and sanitary mains, laterals, services and pumps;

Maintains inventory of supplies, chemicals and equipment;

Maintains appropriate and necessary records and prepares monthly reports;

Prepares report on plant operations;

Reads and interprets engineering drawings;

Requisitions materials and supplies and prepares materials, equipment and labor specifications;

Assists in administering budget appropriations;

Supervise and participates in the maintenance and repair of chemical feed systems, well supply systems, water supply systems, water filtration systems and wastewater treatment plant operations;

Operation of computer systems for operations;

Performs mathematical analysis of data and applies interpretation of laboratory results to operational control;

Coordinates sources of water supply along with the operation of well fields and/or surface water;
Oversees adherence to safety practices and rules.

Full Performance knowledge, skills, abilities and personal characteristics:

Thorough knowledge of construction and maintenance procedures and requirements as they relate to the municipal operation of streets, parks, various types of water and wastewater systems including collection, filtration, distribution, chemical addition, sludge digestion, deep and shallow well systems and computer system as they relate to the public works function, electronics and electric systems. Good knowledge of the principles of hydraulics as they relate to water distribution systems and sewage collection systems. Ability to understand and carry out oral and written directions. Ability to communicate effectively with superiors and subordinates and with the general public verbally and in writing. Thorough knowledge of tools and equipment used in the installation, maintenance and repair of water distribution systems and sanitary collection systems. Plan and supervise the work of others. Good knowledge of standard budgetary procedures. Good knowledge of reading and working from engineering drawings and schematics. Supervise operations, repair of pumps, valves and related mechanical and electrical equipment. Make routine laboratory and field tests for control of plant operations for water and wastewater systems and municipal pool operations. Working knowledge of standard budgetary procedures. Willingness to be on call and respond to emergencies. Mechanical aptitude and integrity. Physical condition commensurate with the duties of the position.

Minimum Qualifications:

1. Possession of a bachelor's degree in civil or environmental engineering or a related field and two years of responsible experience in the operation of a water, wastewater system or in the design, construction and operation of municipal public works, such as sewers, streets, bridges, water mains, pumping stations, treatment plants, or similar projects, including two years in a supervisory or administrative capacity; **or**
2. Possession of an associate degree in civil or environmental engineering or a related field and five years of responsible experience in the operation of a water, wastewater system or in the design, construction and operation of municipal public works, such as sewers, streets, bridges, water mains, pumping stations, treatment plants, or similar projects, including two years in a supervisory or administrative capacity; **or**
3. Graduation from high school or possession of a high school equivalency diploma and eight years of responsible experience in the operation of a water, wastewater system or in the design, construction and operation of municipal public works, such as sewers, streets, bridges, water mains, pumping stations, treatment plants, or similar projects, including two years in a supervisory or administrative capacity; **or**
4. An equivalent combination of training and experience as defined by the limits of the above, sufficient to demonstrate the ability to perform the work.

*Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S.

Department of education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Special Requirements:

1. Candidate must possess a valid NYS driver's license at the time of appointment.
2. The following licenses are preferred but not required.
 - a. Grade III Wastewater Treatment Plant Operators certificate issued by the NYS Department of Environmental Conservation.
 - b. Grade D, C, IIB and IIA Water Treatment Operators Certificate issued by NYS Department of Health, IA and IB certificates are desirable.
 - c. 5A NYSDEC Aquatic pesticide Certificate.

Date approved.

Date revised 12/28/2016, 1/14/2020, 10/2023

Classification - Competitive