

# **Superintendent of Public Works (Village of Dryden) Tompkins County**

**Department:** Village of Dryden  
**Classification:** Competitive  
**Approved:** 04/05  
**Revised:** 07/05; 10/06; 02/16  
**By:** HH, Commissioner of Personnel

## **MINIMUM QUALIFICATION:**

- (a) Graduation from high school or possession of a high school equivalency diploma **AND** five years progressively responsible public works experience, at least one year of which shall have been in a management or supervisory capacity; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma **AND** five years of progressively responsible experience working with public or private sector water distribution and treatment systems and/or sewage treatment systems in large-scale residential, commercial and/or industrial situations, at least one year of which shall have been in a management or supervisory capacity.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

## **SPECIAL REQUIREMENTS:**

- (a) The applicant must possess a New York State Commercial Driver's License, Class A or B within 6 months of application and maintain such license for duration of employment.
- (b) The applicant must obtain a Class II B water treatment plant operator's license within two years from the date of permanent appointment.

## **DISTINGUISHING FEATURES OF THE CLASS:**

The Superintendent of Public Works is in charge of all the public works activities of the Village of Dryden. The Superintendent is responsible for the following municipal services or activities; water distribution, storm and sanitary sewer maintenance, garbage collection and parks. The Superintendent is also responsible for the preparation of specifications for contracted services, purchase of equipment, construction materials, and supplies. The duties of this position are performed under the general supervision of the Mayor and the Village Board or a committee thereof. The exercise of considerable independent judgment is required in planning the work activities of the Department of Public Works and in obtaining the cooperation of other agencies so as to maximize efficiency and productivity. Supervision is exercised over all public works employees. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Directs the construction, maintenance, and repair of Village sewer and water lines;
- May supervise the operation and maintenance of the water treatment plant and or the sewage treatment plant;
- Directs the construction, maintenance and repair of Village roads, streets and sidewalks, including snow and ice removal when needed;
- Supervises the collection and disposal of yard wastes and other misc. items during regularly scheduled pick-ups by the Department of public works;
- Oversees the maintenance of Village-owned properties and equipment;
- Supervises the activities and performance of all public works employees;
- Supervises the care and maintenance of parks, playgrounds and cemeteries;
- Makes recommendations to the Village Board regarding major projects and need for material, equipment and manpower;
- Oversees community beautification projects and protection of the environment in compliance with the Village Board's instructions and the law;
- Prepares annual operating budget for the Public Works Department in the General Fund;
- Maintains control over all expenses in the operating budget for the Public Works Department in the General Fund;
- Prepares reports, and/or applications for permits as requested or required by the Village Board and various

- State Agencies, such as DEC, Department of Health, and Highway Department;
- Maintain records of department activities and prepare reports.

**KNOWLEDGE SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the principles, practices and equipment used in the construction and maintenance of streets, sidewalks, sewers and other related construction activities;
- Good knowledge of the principles, practices and equipment involved in the extension and maintenance of a municipal or large scale private water distribution system;
- Good knowledge of the principles, practices and equipment involved in the extension and maintenance of a municipal or large scale private sewer system;
- Working knowledge of the preparations of specifications for contracted services and purchases of equipment;
- Ability to supervise as well as work along with employees and deal with the public on issues relating to the Village laws and ordinances;
- Ability to work from plans, specifications and blueprints;
- Resourcefulness;
- Initiative;
- Good judgment;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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