

SUPERINTENDENT OF PUBLIC WORKS (CAYUGA HEIGHTS)

Tompkins County

Department: Village of Cayuga Heights
Classification: Competitive
Approved: Village res 3858 10/5/87
Revised: 6/4/93; 11/2025; 12/2025
By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

Graduation from an ABET accredited regional or New York State registered four-year college or university with a Bachelors Degree in civil engineering AND a minimum four years of full-time paid civil engineering experience in a professional capacity coupled with two years of full-time paid (or the equivalent part-time and/or volunteer) experience in the construction and/or maintenance of roads and streets, or the operation of public utilities.

PREFERRED QUALIFICATIONS:

Possess a NYS Professional Engineers License and complete necessary licensure renewal trainings every three years for duration of employment. Preference in appointment may be given to those with this certification.

SPECIAL REQUIREMENT:

Must possess a NYS Code Enforcement Certification or obtain one with 24 months of employment and complete annual trainings to maintain this certification for the duration of employment. Significant progress in the certification process is required during the 12-month probationary period.

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

DISTINGUISHING FEATURES OF THE CLASS:

The Superintendent of Public Works is responsible for all the public works activities of the Village of Cayuga Heights. This position includes Engineering and Zoning Officer duties and is responsible for the inspection of all new construction and reconstruction for compliance with all applicable building codes. The Superintendent has overall responsibility 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 Village Board, or a committee thereof. The exercise of considerable independent judgement 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. The position supervises and directs the Assistant Superintendent of Public Works. Performs other related duties as required.

TYPICAL WORK ACTIVITIES:

Public Works Responsibilities:

- Oversees the construction, maintenance, and repair of Village sewer and water lines, as well as oversight of operation of the sewage treatment plant;
- Evaluates the technical operation of the sewage treatment plant;
- Oversees elevations and survey lines as needed for basis of issuing sewer connection and zoning and/or building permits;
- Oversees the construction, maintenance, and repair of Village roads, streets, and sidewalks, including snow and ice removal when needed;
- Oversees the collection and disposal of trash and other wastes;
- Oversees the activities and performance of all public works employees;
- Completes State Environmental Quality Reviews for water, sewer, storm water and road projects;
- Oversees Village Stormwater Management Program, including participation in negotiating and drafting contracts for services related to stormwater management;
- Develop and manage inspection, review and implementation procedures related to stormwater ordinances;
- Prepares reports as requested or required by the Village Board and various State Agencies, such as DEC, Department of Health, and Highway Department;
- Ex officio Public Works and Wastewater Treatment Plant Committees;
- Prepares and presents activity reports at Board of Trustee monthly meetings;
- Prepares annual budget for all areas of responsibility listed above.

Engineering Duties:

- Advises Mayor and Village Board regarding engineering and public work matters;
- Responsible for planning for proposed construction and reconstruction;
- Prepares plans and specifications for various Village projects, and evaluates the quality of completed work;
- Prepares bid documents for water, sewer, storm water, road projects and other projects as assigned;
- Attends Ithaca Tompkins County Transportation Council Planning and Joint Committee Meetings.

Zoning, Code and Fire Enforcement:

- Enforces zoning ordinances in cooperation with the Village Board and the Police Department;
- Issues building permits for applications which meet zoning regulations;
- Monitors construction to assure compliance with New York Uniform Fire Prevention and Building Code, Village regulations/ ordinances, and upon satisfactory completion, issues a Certificate of Occupancy;
- Monitors multiple residences and businesses to assure compliance with the law;
- Cites violations and initiates civil and/or criminal complaints for continued noncompliance with the Uniform Fire Protection and Building Code;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- General knowledge of civil and environmental engineering principles and practices;
- Solid knowledge of the Department of Environmental Conservation Laws, rules and regulations governing the management of stormwater runoff;
- Thorough knowledge of local zoning ordinances and local laws;
- Solid understanding of the Multiple Residence Law and the State Uniform Fire Prevention and Building Code;
- Solid knowledge of the principles, practices and equipment used in construction and maintenance of all public works facilities and activities;
- Working knowledge of the preparations of specifications for contracted services and purchases of equipment;
- Ability to supervise employees and deal with the public on issues relating to Village laws and ordinances;

- Tact, courtesy, dependability, honesty and integrity required;
- Physical condition commensurate with the demands of the position.

8/25/87

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