

SUPERINTENDENT OF PUBLIC WORKS (CAYUGA HEIGHTS)

Tompkins County

Classification: Competitive

Labor Grade: 0

Approved: 8/25/87

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree in engineering or an engineering related field **AND** 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; **OR**
- (b) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree in engineering or an engineering related field **AND** four 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.

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 in charge of 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 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 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. Supervision is exercised over all public works employees. Performs other related duties as required.

TYPICAL WORK ACTIVITIES:

- Directs 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;
- Runs elevations and survey lines as needed for basis of issuing sewer connection and zoning and/or building permits;
- 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 trash and other wastes;
- Oversees the maintenance of Village-owned properties and equipment;
- Supervises the activities and performance of all public works employees;
- Evaluates plans for proposed construction and reconstruction;
- Prepares plans and specifications for various Village projects, and evaluates the quality of completed work;
- Enforces the 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 Building Code, Village regulations or ordinances, etc., and upon satisfactory completion, issues a Certificate of Occupancy;
- Monitors multiple residences and businesses to assure compliance with the law;
- Oversees community beautification projects and protection of the environment in compliance with the Village Board's instructions and the law;
- Prepares reports as requested or required by the Village Board and various State Agencies, such as DEC, Department of Health, and Highway Department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- General knowledge of civil and environmental engineering principles and practices;
- Thorough knowledge of local zoning ordinances and local laws;
- Good understanding of the Multiple Residence Law and the State Building Code;

- Good 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.

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