

**ASSISTANT SUPT OF PUBLIC WORKS (VILLAGE OF DRYDEN)**

**TOMPKINS COUNTY**

**Department** VILLAGE OF DRYDEN

**Classification** Competitive

**Labor Grade** \_\_\_\_\_

**Approved** October 20, 1976

**Revised** 4/82; 5/91; 2/93; 2/8/07

**By** HH, Commissioner of Personnel

**DISTINGUISHING FEATURES OF THE CLASS:**

The Assistant Superintendent of Public Works is responsible for assisting the Public Works Superintendent with the following municipal services and activities, water distribution, storm and sanitary sewer maintenance, refuse collection, and parks. The Assistant Superintendent is also responsible to assist in the preparation of specifications for contracted services, purchase of equipment, construction materials, and supplies. The Assistant Superintendent is also responsible for supervision of all department personnel and activities in the absence of the Superintendent. The duties of this position are performed under the general supervision of the Superintendent of Public Works. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

Assists in the direction of 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 in the event of the absence of the Plant Manager or support staff;  
Assists in the construction, maintenance and repair of Village roads, streets and sidewalks, including snow and ice removal when needed;  
Assists in the collection and disposal of yard wastes and other miscellaneous items during regularly scheduled pick-ups by the Department of Public Works;  
Assists in the oversight of the maintenance of Village-owned properties and equipment.  
Assists with the care and maintenance of parks, playground and cemeteries;  
Assists in the oversight of community beautification projects and protection and the environment in compliance with the  
    Village Board's instructions and the law;  
Assists the activities and performance of all public works employees;  
May assist in the preparation of 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;  
May maintain records of department activities and prepare reports.

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**ASSISTANT SUPT OF PUBLIC WORKS (VILLAGE OF DRYDEN)**

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

Through knowledge of the principles, practices and equipment used in the construction and maintenance of streets, sidewalks, sewers and related public works

Working know-ledge of the principles and procedures involved in the operation of a public works department

Working knowledge of the principles, practices and equipment used in the extension and maintenance of a municipal water distribution system

Working knowledge of the principles, practices and equipment used in the operation of water and waste water treatment plants;

Working knowledge of the preparations of specifications for contacted services and purchases and maintenance of equipment.

Ability to coordinate and supervise the work of subordinates as well as work along with employees and deal with the public;

Ability to work from plans, specifications and blueprints;

Resourcefulness, initiative; and good judgment is required;

The candidate's physical condition shall be commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma **AND EITHER:**

- (a) One year of experience in a treatment plant operator, motor equipment operator, laborer or other similar position in a municipal public works department; **OR**
- (b) Two years of experience as a laborer, equipment operator, carpenter, maintenance worker, or other similar construction position; **OR**
- (c) Any equivalent combination of training and experience as described in (a) or (b) above.

**SPECIAL REQUIREMENTS:**

- (1) Eligibility for New York State Class B operators (drivers) license at time of application. Must maintain license during the course of employment.
- (2) Eligibility for Class IIB water treatment plant operators license within 24 months of permanent appointment.

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