TOWN SUPERINTENDENT OF PUBLIC WORKS

GENERAL STATEMENT OF DUTIES: Has responsible charge of the public works activities in the Town of Webb; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the maintenance and operation of the following activities; water treatment, sewage treatment, water distribution, garbage collection and disposal, and parks maintenance. The work is performed under general supervision. Supervision is exercised over subordinate employees engaged in public works activities.

EXAMPLES OF WORK: (Illustrative only)

- Supervises the operation and maintenance of a water treatment plant and/or a sewage treatment plant;
- Supervises and participates in the extension of storm and sanitary sewers and water lines;
- Directs and assists in the removal of snow and ice from streets and roads;
- Supervises garbage collection and disposal;
- Supervises the care and maintenance of tools and equipment;
- Performs a variety of building maintenance and repair tasks;
- Oversees the care and maintenance of parks and playgrounds;
- Makes recommendations to the Town Board regarding major projects and the need for materials, equipment and manpower;
- Keeps records of public works activities and prepares reports.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of the principles and practices involved in the public works department; good knowledge of the practices and equipment involved in the operation and maintenance of the sewage treatment and water treatment plants; good knowledge of the maintenance and repair of motorized equipment; ability to plan and supervise the work of subordinates; ability to work from plans, specifications, and blueprints; initiative and resourcefulness; good judgment; good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school and four years of experience in the construction or maintenance of street, water or sewage distribution systems; or any equivalent combination of training and experience.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Possession of an appropriate certificate for operation of Water and Sewage Treatment Plants issued by the New York State Department of Health at time of appointment.