

DEPARTMENT: NORTH TONAWANDA DEPARTMENT OF PUBLIC WORKS
CLASSIFICATION: COMPETITIVE
APPROVED: MAY 14, 2018

ASSISTANT SUPERINTENDENT OF PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Superintendent of Public Works in planning, directing and overseeing the operation of various public works functions including the maintenance and repair of city streets, sewer and water lines, refuse collection and the maintenance of buildings, vehicles, and equipment. The work is performed under the general direction of the Superintendent of Public Works with leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision is exercised over the work of all subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists in the planning and oversight of the maintenance and repair of city streets, sidewalks, sewers and municipal water distribution system, traffic controls, and street side trees;
2. Assists in the coordination of snow removal and ice control activities;
3. Assists in the supervision of activities associated with operation and maintenance of public buildings and equipment;
4. Assists the Superintendent in the planning and oversight of the city recycling, garbage collection and disposal operations;
5. Makes periodic inspections of current projects to determine extent of progress;
6. Studies the need for and plans the assignment of department personnel to specific functions;
7. Has investigations made when complaints are received regarding department activities;
8. Reviews requisitions for supplies and equipment and the necessity to make direct purchase;
9. Confers with Superintendent in budgetary needs of the department;
10. Works on a variety of projects or assignments related to department functions as designated by the Superintendent;
11. Maintains a variety of records and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the materials and equipment used in the construction, maintenance and repair of streets, sidewalks sewer and water lines; good knowledge of public works functions; good knowledge of methods and materials used in snow removal and ice control activities; good knowledge of safety regulations, precautions, and practices associated with public works functions; working knowledge of applicable codes, laws, rules, and regulations governing public works functions; ability to inspect the work of public works personnel and contractors to ensure compliance with contract specifications, as well as, applicable codes and regulations; ability to understand, interpret, and follow instructions, plans, diagrams, specifications, and blueprints; ability to understand and follow written and verbal instructions; ability to plan and supervise the work of a large work force; ability to organize, prepare, and maintain accurate records and reports; ability to resolve complaints in a tactful, efficient manner; ability to establish and maintain good working relations with others; integrity; sound professional judgment; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

SUGGESTED PROMOTIONAL QUALIFICATIONS:

Two (2) years of permanent status as Heavy Equipment Maintenance Supervisor, Traffic Maintenance Supervisor, or Wastewater Lift Station Operator **OR** five (5) years of permanent status as a Storekeeper or Dispatcher in the North Tonawanda Department of Public Works immediately preceding the date of written examination.

CONTINUED

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OPEN COMPETITIVE: Candidates must meet one of the following:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a bachelor's degree in civil engineering or a closely related field **and** one (1) year of full-time paid supervisory experience in civil engineering, the construction and/or maintenance of streets, the maintenance and repair of water and/or sewer distribution systems, or in the collection of refuse and recyclables; **or**
2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an associate's degree in engineering, construction technology, or a closely related field **and** three (3) years of full-time paid experience in the construction and/or maintenance of streets, the maintenance and repair of water and/or sewer distribution systems, or in the collection of refuse and recyclables. One (1) year of the described experience must have been in a supervisory capacity; **or**
3. Graduation from high school or possession of an equivalency diploma **and** five (5) years of full-time paid experience in the construction and/or maintenance of streets, the maintenance and repair of water and/or sewer distribution systems, or in the collection of refuse and recyclables. One (1) year of the described experience must have been in a supervisory capacity; **or**
4. An equivalent combination of education and experience as defined by the limits as defined in 1 – 3 above.

NOTE: Supervisory experience is not “lead worker” or foreman experience. The experience must have involved responsibility for the assignment, instruction and evaluation of subordinates, maintenance of work and safety standards, handling absenteeism, discipline, etc. The experience must have been the close and immediate supervision of permanently assigned employees on a regular basis where the candidate is accountable for the quantity and quality of subordinate's work and/or the completion of projects.

SPECIAL REQUIREMENT: Possession of a driver's license at time of appointment and for the duration of employment.