

## **STREETS AND FACILITIES SUPERINTENDENT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory position involving responsibility for the efficient and economical operations of various functions of the City's Public Works Department. Assists in the planning, direction and control of construction, installation, maintenance, repair and cleaning operations of the buildings, streets, utilities and parks divisions within the Department. Work is performed under the general supervision of the City Engineer with considerable leeway for the exercise of independent judgement. Supervision is exercised over subordinate Public Works staff. Performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Provides managerial oversight of the Public Works Department inclusive of all divisions, programs, and staff, at the direction of the City Engineer;
- Establishes work plans and short-term projects based on the long-term/annual goals and objectives established by the City Engineer;
- Directs the development of specific programs or projects to meet department goals and objectives;
- Assists the Public Works Director in such work as the planning, construction, alteration, demolition, maintenance, repair and custodial care of all buildings, highways, bridges, parks and recreation facilities and related public property controlled by the City;
- Directs the day-to-day operation of buildings & grounds workers;
- Assists in drafting requests for proposals; reviews bid and contracts for engineering, architectural, and other technical project support, or contracted services;
- Assists in the design phase of construction projects as needed;
- Assists the City Engineer with the preparation and administration of purchase specifications, budgets, department activity records, reports, resolutions, and performance metrics;
- Participates in planning teams by reviewing project plans, budgets, contracts and timetables to ensure project success;
- Assists in the development of operating and capital budgets for Public Works;
- Directs corrective actions where necessary to complete projects on time and on budget;
- Studies law and regulations to maintain compliance on highway, buildings or other projects;
- Ensures that custodial work meets quality and frequency performance standards;
- Provides day-to-day oversight to the various functions of the Public Works Department to maximize fiscal and operational efficiencies;
- Plans and directs the construction of new streets, and the reconstruction and maintenance of existing streets, sidewalks, curbing, culverts, bridges, and parking facilities;
- Plans and directs the installation and maintenance of traffic signs & signals, street lights, and street markings;
- Plans and directs street cleaning, snow removal and ice control;
- Plans and directs municipal trash/recycling collection;

- Plans and directs the maintenance and cleaning of municipal parks, buildings & grounds;
- Plans and directs city brush & yard waste collection program;
- Plans and directs a tree removal and replacement program;
- Inspects the work of construction and other public works crews in progress and upon completion;
- Drafts specifications for and recommends the purchase of equipment, machinery, materials, tools and other supplies;
- Attends meetings and conferences to assist in the formulation of policy relating to public works activities;
- Reviews and responds to complaints regarding public works projects and activities;
- Plans and coordinates public works programs and projects with other city departments, public and private activities and functions;
- Plans and coordinates appropriate training of employees supervised;
- Operates a vehicle in the performance of duties.

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

Thorough knowledge of the principles and practices of the administration of a public works department; good knowledge of the practices, techniques, tools, equipment, materials, terminology and safety precautions of street, sewer and water construction, extension, maintenance and repair; street cleaning, snow removal, ice control, street lighting and related public works activities; good knowledge of parks, buildings and grounds maintenance and repair; good knowledge of federal, state and local laws and regulations relating to public works activities; ability to plan, develop, coordinate and carry out municipal programs; ability to analyze technical public works data, arrive at logical conclusions and present facts and findings clearly and concisely; ability to understand and carry out complex administrative and technical oral and written directions; ability to get along well with and secure the cooperation of others; ability to train subordinates in public works methods and procedures; sound judgment; initiative and resourcefulness; integrity; dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and ten (10) years of progressively responsible experience, which must have included administrative or supervisory work, in any of the following fields, or combination of fields: construction of streets or utilities; large scale construction projects; municipal public works; maintenance of buildings, grounds and facilities; or other projects which must have included management of equipment, personnel and materials and the control of budgets.

**SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS:** Possession of the appropriate level of New York State Driver's License at time of appointment, and must be maintained throughout the duration of employment.

Jurisdictional Classification: PJC

Adopted CSC: 4/19/18