

**DEPARTMENT:** VILLAGES  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** APRIL 2, 2026

### **PUBLIC WORKS SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** Participates in and oversees public works activities in a municipality. The incumbent is responsible for the construction, maintenance, and extension of streets and roads; and may be responsible for one or more additional municipal services or activities such as water treatment and distribution, sewage treatment, storm and sanitary sewer construction and maintenance, water meter reading, installation and repair, park maintenance, and garbage collection. The work is usually performed under the general direction of an elected official and/or the governing authority. Supervision is exercised over the work of subordinate employees assigned to public work duties. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

1. Plans, oversees, and participates in the construction, extension, repair and maintenance of streets and roads;
2. Oversees and participates in the maintenance and extension of storm and sanitary sewers and water lines;
4. Directs and participates in the removal of snow and ice from streets and road (such as by plowing, sanding, salting, etc.);
5. Plans and oversees the maintenance of municipal greenery, including the planting of new trees, the spraying of trees, and the removal of diseased or decayed trees;
6. Plans, oversees, and participates in the care and maintenance of municipal grounds including parks, playgrounds, and cemeteries;
7. Makes recommendations to the governing authority regarding major projects and the need for equipment, materials and manpower;
8. Oversees the maintenance of motor vehicles and other public works equipment;
9. Prepares annual budget for public works operations and monitors expenses;
10. Maintains records of department activities and prepares reports;
11. Inspects the work of contractors;
12. May oversee and participate in the operation and maintenance of a water treatment plant and/or a sewage treatment plant;
13. Responds to after-hours public works emergency calls.

#### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of the principles, practices and equipment used in the construction and maintenance of streets, sidewalks, sewers and related public works activities; working knowledge of the practices used and equipment required in the operation and maintenance of a modern municipal sewage treatment plant and water distribution systems; good knowledge of the principles and practices involved in operation of public works activities; good knowledge of the principles of physics, chemistry and bacteriology as applied to the operation of a modern municipal sewage treatment plant; skill in using modern software applications such as word processing, spreadsheets, and databases to maintain records and generate reports at an acceptable rate of speed and accuracy; good knowledge of the principles, practices, and equipment used in groundskeeping activities; ability to plan and oversee the work of subordinates; ability to work from plans, specifications, and blueprints; ability to make necessary tests for control of plant operations; ability to maintain records and prepare reports; resourcefulness; initiative; dependability; sound professional judgment; willingness to work outdoors under adverse weather conditions; willingness to be on call for emergencies; physical condition commensurate with the demands of the position.

#### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma **AND** three (3) years of full-time paid work experience that involved sole responsibility for a segment of business operations and the supervision of others.

#### **SPECIAL REQUIREMENTS:**

1. Candidate must be eligible for sewage treatment and/or water treatment plant operator's certificate issued by the New York State Public Health Council where applicable at time of appointment and for duration of employment;
2. Per the New York State Health Code, if the position involves responsibility of the actual operation of water distribution systems, possession of a Grade D Water Distribution System Operator Certificate issued under provisions of the New York State Sanitary Code is required at time of appointment unless another municipal employee possesses an appropriate Water Distribution System Operator Certificate and is formally appointed as "Operator in Charge". It is the responsibility of the municipality to submit this certificate with the application for evaluation before appointment. Employees in this class must obtain the Grade D Certificate within two (2) years of permanent appointment and maintain the certification for the duration of employment;
3. Possession of a valid NYS Driver's License at time of appointment and for the duration of employment.