

**DEPARTMENT:** **NORTH TONAWANDA DEPARTMENT OF PUBLIC WORKS**  
**CLASSIFICATION:** **COMPETITIVE**  
**APPROVED:** **MAY 7, 2018**

**SUPERINTENDENT OF PUBLIC WORKS**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for planning, directing and supervising activities of the City Department of Public Works which include highway maintenance and repair, refuse collection, sewer line maintenance, street cleaning, tree trimming, recycling program, sign installation and maintenance, motor vehicle maintenance and repair and the servicing of radio equipment. The work is carried out under the general direction of, and in conformance with policies established by the Mayor and Common Council. Supervision is exercised over all employees of the Department through a staff of subordinate supervisors. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Plans, directs and supervises the construction, maintenance and repair of City streets;
2. Plans routes and schedules for and supervises the collection of garbage and trash;
3. Plans and directs snow removal and ice control activities;
4. Supervises the cleaning of City streets;
5. Oversees the maintenance and repair of motor vehicles;
6. Supervises the maintenance and repair of radio equipment;
7. Oversees the installation and maintenance of traffic signs and the painting of street and crosswalk markings;
8. Supervises the installation, maintenance and repair of sewer lines and wastewater lift stations;
9. Oversees the care and trimming of shade trees;
10. Prepares departmental budget, approves requisitions and monitors expenditures;
11. Maintains records of departmental activities and makes periodic reports;
12. Collaborates with the Superintendent of the Wastewater/Water to ensure that water and sewer distribution lines and system are maintained in accordance with regulations.

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

Thorough knowledge of the principles, practices, materials and equipment used in the construction, maintenance and repair of street, sidewalks, and sewer lines; thorough knowledge of methods, materials and equipment used in snow removal and ice control work; good knowledge of effective Municipal recycling program management; ability to plan, direct and supervise the activities of a large work force through a subordinate staff; ability to read and interpret blueprints; ability to maintain records and make oral and written reports; administrative ability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

**PROMOTIONAL:** Three (3) years of permanent competitive status as an Assistant Superintendent.

**OPEN COMPETITIVE:**

Graduation from high school or possession of a high school equivalency diploma **AND** one of the following:

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in civil engineering **AND** two years of supervisory experience in civil engineering or public works construction or maintenance work; **OR**
2. Graduation from a regionally accredited or New York State registered college with an Associates degree in engineering or construction technology or a closely related field **AND** four (4) years of experience in civil engineering or public works construction or maintenance work, at least two years of which must have been in a supervisory capacity; **OR**
3. Six (6) years of experience in public works construction or maintenance work, at least two years of which must have been in a supervisory capacity; **OR**
4. An equivalent combination of training and experience as defined by the limits of 1, 2, and 3.