

Jurisdiction: City of Ithaca
Jurisdictional Class: Competitive
Adopted: 12/09/80
Revised: 10/15/91, 05/19/97

SUPERINTENDENT OF PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS: This is the chief administrative position of the Department of Public Works. The work involves technical and administrative responsibility for planning, coordinating and directing overall public works activities. It is performed under administrative direction in accordance with existing laws and regulations and objectives and policies formulated by superiors permitting considerable exercise of independent judgment in planning, coordinating and carrying out public works projects and programs. The work is reviewed through conferences and reports. General supervision is exercised over the activities of all subordinate public works employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises and directs the construction of new streets and the reconstruction and maintenance of existing streets, curbing, culverts, bridges and parking facilities;
- Supervises the construction of new sewer lines and the reconstruction, maintenance and cleaning of the existing sewer and drainage system;
- Supervises the construction of new water lines and the reconstruction, maintenance and cleaning of the existing water and distribution system;
- Supervises the operation and maintenance of the sewage treatment plant;
- Supervises the operation and maintenance of the water treatment plant;
- Directs the collection and disposal of refuse;
- Plans and directs the maintenance and operation of public buildings;
- Plans and directs the maintenance and operation of street lighting system;
- Plans and directs the installation and maintenance of traffic signs and street markings;
- Plans and directs street cleaning, snow removal and ice control;
- Plans and directs the maintenance of parks and recreation areas and facilities and equipment;
- Plans and directs the public transit system;
- Inspects the work of construction and other public works crews in progress and upon completion;
- Prepares budget estimates of the Department of Public Works;
- Directs budget control and financial operations of the Department of Public Works;
- Drafts specifications for and recommends the purchase of equipment, machinery, materials, tools and other supplies;
- Directs the preparation and maintenance of a variety of activity, cost, personnel, statistical and related records and reports;
- Attends meetings and conferences to assist in the formulation of policy relating to public works activities;
- Reviews and adjusts complaints regarding public works projects and activities;
- Plans and coordinates public works programs and projects with other city and public and private activities and functions;
- Sensitive to the needs of a positive affirmative action program;
- May provide assistance to persons with disabilities in reaching less accessible areas of City facilities.

FULL PERFORMANCE, KNOWLEDGES, 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; good knowledge of the practices, tools, equipment and terminology of refuse collection and disposal, park maintenance, recreation area and facility maintenance, street cleaning, snow removal, ice control, street lighting and related public works activities; good knowledge of the operation and maintenance of sewage treatment systems; good knowledge of the operation and maintenance of water treatment systems; 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; ability to successfully work with and serve a diverse local community; good address; sound judgment; initiative and resourcefulness; integrity; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Civil Engineering and eight years of street construction, or related large scale construction, or municipal public works experience, three years of which shall have been in a responsible supervisory or administrative capacity; or
- B. Graduation from high school or possession of a high school equivalency diploma and twelve years of street construction, large scale construction or municipal public works experience, at least three years of which shall have been in a responsible supervisory or administrative capacity; or
- C. An equivalent combination of training and experience defined by the limits of (A) and (B) above.

NOTE: The probationary period for this position shall be not less than twenty-six weeks or more than fifty-two weeks.