

Town of Hamburg

Accepting applications for full time **Superintendent of Public Works**, Civil Service position with full benefits. Salary range \$85,000 - \$95,000.

The work involves directing the activities of a municipal Public Works Department. Under the general direction of an administrative officer or body, the incumbent has the responsibility for planning and directing the activities of the Public Works Department in accordance with general policies. Supervision is exercised over subordinate employees. Does related work as required.

MINIMUM QUALIFICATIONS:

A.) Graduation from a regionally accredited or New York State registered two (2) year college or university with an associate degree in construction or engineering technology or related curriculum and three (3) years of experience in highway maintenance, sanitary and storm sewer maintenance, water or sewer plant operation, electric generation and transmission or engineering; or

B.) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in highway maintenance, sanitary and storm sewer maintenance, water or sewer plant operation, electric generation and transmission or engineering, which included two (2) years of supervisory experience; or:

C.) An equivalent combination of training and experience as defined by the limits of (A) and (B)

See **Townofhamburgny.gov** for application and full job description or call (716) 649-6111 ext. 2386 for questions.

SUPERINTENDENT OF PUBLIC WORKS

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DISTINGUISHING FEATURES OF THE CLASS: The work involves directing the activities of a municipal Public Works Department. Under general direction of an administrative officer or body, the incumbent has the responsibility for planning and directing the activities of the Public Works Department in accordance with general policies. Supervision is exercised over subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, organizes and supervises the activities of the Department of Public Works, including street, sewer and water line maintenance and repair, refuse collection, shade tree maintenance, water pumping stations, municipal lighting, electric transmission, distribution and hydroelectric generating facility, sidewalk maintenance, traffic signal and alarm systems, signs, the garage, snow removal facilities and the dog pound;
Supervises the maintenance and repair of a sewage treatment plant;
Maintains and supervises the use of buildings, properties, material apparatus and equipment used by or designated to be under the control of the Department of Public Works;
Prepares budget estimates for activities of the Department of Public Works;
Administers the expenditure of funds appropriated for departmental function;
Conducts all personnel actions within the department, including interviewing applicants, making assignments, transfers and recommendations for promotions, hiring and dismissal and administration of Union contracts;
Remains available for emergency calls as indicated;
Supervises the maintenance of all department records and the ordering and requisitioning of supplies and materials;
Develops contract and equipment specifications;
Represents the municipality in contracts with other governmental jurisdictions, contractors and other public work matters;
Attends meetings of the municipal board;
Inspects and makes recommendations on the acceptance of work of outside contractors or consultants;
May operate various motor equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the construction, repair and maintenance of streets and related municipal facilities;
Good knowledge of sewer maintenance and repair;
Good knowledge of roadway equipment operation and maintenance;
Good knowledge of basic engineering computation;

Continued.....

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: continued...

Good knowledge of electrical systems, street lighting and transmission systems;
Ability to plan and supervise the work of others;
Ability to understand and follow oral and written directions;
Ability to use transit and set grade stakes;
Ability to inspect and evaluate the performance of outside contractors;
Ability to make basic engineering computations;
Ability to keep accurate records and made effective oral and written reports;
Ability to deal effectively with the public;
Initiative;
Good judgment;
Reliability;
Prepare reports as needed to the municipal board;
Physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered two (2) year college or university with an Associate's Degree in construction or engineering technology or related curriculum and three (3) years of experience in highway maintenance, sanitary and storm sewer maintenance, water or sewer plant operation, electric generation and transmission or engineering; or:
- B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in highway maintenance, sanitary and storm sewer maintenance, water or sewer plant operation, electric generation and transmission or engineering, which included two (2) years of supervisory experience; or:
- C) An equivalent combination of training and experience as defined by the limits of (A), and (B).

SPECIAL REQUIREMENT:

Village of Alden requires the possession of the appropriate certificates and/or licenses necessary to operate water plant and water treatment systems or the ability to obtain these credentials prior to permanent appointment.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full time experience requirements.