

Jurisdiction: City of Ithaca

Jurisdictional Class: Competitive

Adopted: 06/01/65

Revised: 11/12/91, 05/19/97, 04/12/99, 09/15/10

ASSISTANT SUPERINTENDENT OF PUBLIC WORKS (STREETS AND FACILITIES)

DISTINGUISHING FEATURES OF THE CLASS: This is the chief administrative position of the Streets and Facilities Division of the Department of Public Works. The incumbent is responsible for the construction and maintenance of public streets and highways, storm drainage, buildings and grounds, city parks and recreation facilities, fleet maintenance, parking garage operations and maintenance. The work is performed under the general direction of the Superintendent of Public Works with considerable leeway allowed for the exercise of independent judgment in planning, organizing and directing the various sections in accordance with existing laws, regulations and policies. General supervision is exercised over the professional and sub-professional staffs of the division. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, schedules, supervises and directs the installation, repair and maintenance of streets, street lighting, bridges, curbs, storm sewers, creeks and drains, traffic control signs and markings, parks, playgrounds, other grounds, maintenance of municipal buildings and other municipal improvements;

Prepares annual budget, requests and directs budget control and financial operations of the division;

Investigates major complaints;

Attends various meetings to assist in the formulation of policy relating to public works activities;

Plans, schedules, supervises and directs the snow and ice control program;

Plans, schedules, supervises and directs the collection of refuse, garbage, and recyclable materials;

Supervises the motorized fleet maintenance operation;

Designs and estimates costs for construction projects;

Develops schedules of activities for optimum use of manpower and equipment;

Prepares reports of activities;

Drafts specifications for use and recommends the purchase of equipment, machinery, materials, tools and other supplies;

May act for and in place of the Superintendent of Public Works as assigned.

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

Thorough knowledge of the practices, techniques, tools, equipment, materials, terminology and safety precautions of street, storm drainage, extension, maintenance and repair; thorough knowledge of the practices, tools, equipment and terminology of refuse collection and disposal, park maintenance, street cleaning, snow removal, ice control, street lighting and relating public works activities; good knowledge of Federal, State and Local laws and regulations relating to public works activities; good knowledge of the principles and practices of public works administration; ability to train and direct subordinates; ability to understand and carry out complex administrative and technical oral and written instructions; ability to get along well with others and to secure the cooperation of others; ability to successfully work with and serve a diverse local community; sound judgment; initiative; resourcefulness; integrity; dependability; willingness to respond to emergency situations; physical condition commensurate with the demands of this position.

Assistant Superintendent of Public Works (Streets and Facilities)

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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 four years of experience in the design, construction and operation of Municipal Public Works, such as sewers, streets, bridges, water mains, pumping stations, treatment plants, or similar projects, including two years in a supervisory or administrative capacity; or
- B. Graduation from high school or possession of a high school equivalency diploma and eight years of work experience in the design, construction and operation of Municipal Public Works, such as sewers, streets, bridges, water mains, pumping stations, treatment plants or similar projects, including four years in a supervisory or administrative capacity; or
- C. An equivalent combination of training and experience as defined by the limits of (a) and (b).

SPECIAL REQUIREMENT: Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.