

Jurisdiction: City of Ithaca
Jurisdictional Class: Competitive
Adopted: 12/12/18

ASSISTANT SUPERVISOR OF STREETS

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position which assists the Supervisor of Streets in all aspects of the construction, repair and maintenance of City streets. The incumbent assists in the planning, scheduling, coordination, layout, and implementation of projects identified in the Department of Public Works annual work plan, and in the training and supervision of subordinates. The position is distinguished from the Supervisor of Streets in that the Supervisor of Streets has overall responsibility for the supervision of the Highway Division, while the Assistant Supervisor of Streets has responsibility for the supervision of one or more Highway Division projects or activities at a given time. The work is performed under the general supervision of the Supervisor of Streets, with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. General supervision is exercised over working supervisors and crew members with various experience and skill levels. The specific staff being supervised may vary based on the project being supervised. The Assistant Supervisor of Streets acts for and in place of the Supervisor of Streets as assigned. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in planning for new construction, reconstruction and repairs of streets and drainage systems;
Supervises and directs the construction, repair and maintenance of streets;
Supervises the repair and construction of curbs, gutters, and sidewalks;
Supervises and directs the construction, repair and maintenance of storm water drainage systems;
Supervises snow removal and ice control operations;
Assists in the scheduling of work and assignments of personnel;
Supervises the activities of subordinates engaged in a variety of public works tasks;
Instructs subordinates in the safe and proper use of equipment and materials;
Prepares and maintains a variety of records and reports;
Assists with the preparation of budget estimates;
Acts for and in place of the Supervisor of Streets as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the practices, techniques, tools, equipment, materials, terminology, and safety precautions for the construction and maintenance of streets; good knowledge of the principles, practices and techniques of land surveying; skill and tact in dealing with the public; skill in the use of personal computer; ability to plan and supervise the work of others; ability to understand and carry out oral and written directions; ability to interpret plans and specifications; ability to execute projects of increasing complexity with minimal supervision; ability to prepare activity records and reports; ability to make mathematical computations; ability to successfully work with and serve a diverse local community; willingness to work in all weather conditions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's degree in Construction Technology, Civil Engineering or a closely related field with similar course curriculum and one (1) year of full-time paid supervisory experience, or its part-time paid equivalent, in street or highway construction or maintenance; or
- B. Graduation from a regionally accredited or New York State registered two year college with an Associate's degree in Construction Technology, Engineering Technology or a closely related field with similar course curriculum and four (4) years of full-time paid experience, or its part-time paid equivalent, in street or highway construction or maintenance, at least one (1) year of which must have been in a supervisory capacity; or
- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid experience, or its part-time paid equivalent, in street or highway construction or maintenance, at least one (1) year of which must have been in a supervisory capacity.

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.