

GENESEE COUNTY

PUBLIC WORKS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the planning, coordination, and direction of activities relating to the municipality's buildings, water distribution, sewage, utilities, solid waste disposal, and park facilities, and for the effective utilization of personnel and equipment pertaining thereto. This employee is under the general direction of the Town Supervisor, in pursuing objectives established by the Town Board, while being allowed considerable latitude for the exercise of independent judgment in the manner in which assignments are to be carried out. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Supervises and participates in construction, inspection, operation, repair and maintenance of water and sewage distribution systems, and appurtenances thereto;
Connecting and disconnecting water and sewage lines, at users' facilities;
Analyzing and testing water;
Installation, repair, and reading of metering devices;
Installation, maintenance, and repair of storm drainage systems;
Construction, inspection, maintenance, repair, and cleaning of all buildings owned by the municipality;
Operation, maintenance, and cleaning of park and recreational facilities of the municipality;
Operation, maintenance, and repair of all vehicles and equipment under the jurisdiction of the municipality, used in these operations;
Maintaining and controlling inventories relating to the functions of the position;
Maintaining appropriate records and submitting required reports;
Provides coordination between the Town and Utility Companies to ensure continuous and optimum operation of utilities;
Serves as primary point of contact between the Town and Utility Companies regarding day-to-day coordination of construction projects, and associated problem identification, resolution, and follow up;
Plans, estimates and coordinates special projects within the Town, as assigned by Town Board;
Reviews project documentation from consultants for compliance with all relevant regulations, codes, guidelines, and policies;
Coordinates the work of outside contractors on Town utility projects;
Coordinates maintenance troubleshoots utilities problems as appropriate;
Advises and communicates with Town Board regarding scheduled utilities outages;

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the practices and equipment used in the construction and maintenance of town utilities, water and sewage distribution systems, and of roadways and park areas; good knowledge of building maintenance, repair, and cleaning procedures; ability to plan and supervise the work of subordinates in several diverse areas of responsibility; ability to establish and maintain effective interpersonal relationships; initiative; physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS: Five years of full-time paid experience in public works activities, at least two years of which shall have been in a supervisory capacity.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class – FT

Non-Competitive Class - PT

Adopted 4/2/82

Revised 4/3/03

Revised 5/9/07