

GENESEE COUNTY

PUBLIC WORKS SUPERVISOR (HELP Program)

DISTINGUISHING FEATURES OF THE CLASS: This position involves the responsibility for planning, directing, and assisting in carrying out a variety of public works activities for a village, in accordance with the policies and directives of the Mayor and the Village Board. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Plans, supervises, and participates in: street repairs, snow and ice control, maintenance of storm wastewater system, maintenance of parks and athletic areas, and street cleaning;

Plans, supervises, and participates in the operation of village water/wastewater treatment and distribution systems, through such as: maintenance of plant, distribution system, wells, pumps, conditioning equipment, installation of mains and hydrants; maintaining water quality through appropriate testing procedures, use of proper chemicals, and regulation of equipment;

Plans, supervises, and participates in activities relating to village electrical system, such as: maintains distribution lines, service lines, signal systems, makes minor plant repairs, attends to emergency trouble calls; reads, tests, and repairs meters; installs power poles, transformers, and related appurtenances;

Supervises public works crew;

Keeps appropriate records;

Investigates complaints and takes appropriate action, where indicated;

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.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS: Good knowledge of the practices and equipment used in street construction and repair; good knowledge of the equipment, tools, and techniques involved in the installation and maintenance of a municipal electric distribution system involving primary and secondary currents; good knowledge of the equipment and techniques used in street construction, repair, and maintenance of a municipal water distribution system, and water/wastewater treatment plants; ability to plan and supervise the work of subordinates; ability to follow instructions; ability to work well with the public; willingness to work in adverse weather condition; good physical condition commensurate with the demands of the job.

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Page 2

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education,
AND EITHER:

- (A) Five (5) years of full-time, paid experience in public works activities, including maintenance functions; two (2) years of which was in a supervisory capacity.

OR:

- (B) Any equivalent combination of training and experience as indicated in (A) above.

SPECIAL REQUIREMENT FOR APPOINTMENT: If required by municipality, possession of appropriate certificates, qualifying the candidate to operate the water/wastewater treatment facilities for which this employee is responsible.

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

Non-competitive class
Adopted 11/27/24