

## **GENESEE COUNTY**

### **SUPERINTENDENT OF MAINTENANCE & INSPECTION (HELP Program)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a responsible management level position requiring responsibility over and accountability for efficient construction, maintenance and repair of streets and sidewalks, storm and sanitary wastewater, parks and recreation areas, street traffic signs and signals, snowplowing and removal. The incumbent is responsible for the quality and quantity of all work performed by bureau personnel and orientation, in-service training, and performance of the supervisory staff within the bureau in order that the policies and programs of the department shall be accomplished. The superintendent plans the methods, order and assignment of tasks, recommends and participates in formulation of department policies. The Superintendent of Maintenance and Inspection reports to the City Engineer. Does related work, as required.

#### **TYPICAL WORK ACTIVITIES:**

Train personnel in the efficient performance of their duties, including standard practices, methods and good safe work habits;  
Instructs personnel in the efficient safe operation of mechanical equipment;  
Be able to measure performance in order to establish and achieve realistic goals;  
Establish standard procedures;  
Establish and maintain meaningful records to achieve cost controls;  
Conducts systematic reviews of the efficiency for all bureau operations;  
Experiment with crew size, equipment and procedures to determine optimums for important tasks and maintain cost records to verify;  
Makes detailed future planning studies;  
Prepares annual operating budgets that clearly outline the projected work programs;  
Prepares written routes for roadway snowplowing, sidewalk snowplowing, salting, sweeping, leaf collection, etc.;  
Conduct periodic surveys of trees, streets, signs, etc., to establish work priorities;  
Investigate and answer complaints and requests from the public;  
Periodic evaluation of employees capabilities and performance for varying types of work assignments;  
Constantly strives to provide high quality city services for least possible costs.

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:** Thorough knowledge of modern methods, tools, terminology, equipment and accident precautions for general public works activities; demonstrated ability to supervise large groups of personnel in the accomplishment of assigned objectives with efficient use of time and equipment; knowledge of principles and practices of public personnel administration; demonstrated skill in handling personal relations with the public and employees including problems of discipline; demonstrated skill in securing the cooperative effort of subordinate personnel; ability to train subordinates; good written expression; ability to understand and carry out complex oral and written instructions; ability to understand construction plans; ability to

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understand and solve administrative and organizational problems; honesty and integrity; courtesy and fairness.

### **MINIMUM QUALIFICATIONS:**

#### **EITHER:**

- A. Possession of a Bachelor's degree in civil Engineering, and four years progressively responsible experience in public works activities, of which two shall have been in a supervisory capacity;

#### **OR:**

- B. Possession of an Associate's degree with course-work emphasis on engineering technology, construction, or building trades, and six years of progressively responsible experience in public works activities, of which three shall have been in a supervisory capacity;

#### **OR:**

- C. A combination of training and experience equivalent to that in (A) or (B) above indicating the ability to perform the duties of the job.

### **SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:**

Possession of an appropriate valid NYS Driver's License.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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 7/26/24