

MUNICIPAL WORKS SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the supervision and performance of tasks related to various public works activities. The work is carried out in accordance with established procedures and may involve, but is not limited to, the supervision of employees engaged in maintenance, construction and related work on streets, highways, water and sewer systems (including treatment plants), landfills, solid waste transfer stations, buildings, grounds, and parks. The incumbent performs skilled, semi-skilled and routine construction and maintenance activities. The class differs from that of Municipal Worker III in that Municipal Works Supervisor is at a higher level and has supervisory responsibility. Work is performed under the general or direct supervision of a higher level employee with leeway allowed in the coordination of work assignments. Supervision is exercised over subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Supervises and performs skilled trades work, such as welding, automotive mechanics, heavy equipment operation, plumbing, electrical, masonry etc., and may perform semi-skilled and routine construction and maintenance work;

Supervises and performs building maintenance and repair work, including electrical, plumbing, heating, ventilation and air conditioning, masonry, carpentry etc.;

Supervises and performs activities related to the construction, maintenance and repair of highways, roads, bridges, drains, ditches and structures related to the highway system;

Supervises and participates in the operation and maintenance of a municipal transfer station and the coordination of a municipal recycling program;

Supervises and participates in operating and repairing automotive equipment, including heavy equipment;

Supervises and participates in operation, maintenance and repair of air compressors, jack hammers, concrete mixers and pumps, and other equipment including equipment at water and sewage treatment plants;

Supervises and participates in loading and unloading trucks;

Supervises and performs maintenance and repair work to a water or sewer system including work at a treatment plant;

Supervises and performs grass cutting and other grounds maintenance activities in ball fields, parks, cemeteries etc;

Supervises and performs snow and ice control activities, operating snow plows and other equipment, or shoveling as needed;

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Supervises and performs cleaning activities;

Supervises and performs cutting and removing trees, bushes and brush;

Operates and maintains a wide variety of motor equipment, as needed;

Assigns tasks to subordinate employees;

Keeps employee time records and prepares payrolls, accident reports and other related reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of a variety of public works related construction and maintenance procedures; good knowledge of modern practices, tools, terminology and safety precautions of one or more of the mechanical, construction or electrical trades; ability to plan and supervise the work of others; ability to understand and carry out oral and written directions; ability to read and work from rough sketches or blueprints; ability to keep simple records and make work reports; willingness to respond to emergencies and work under adverse weather conditions; dependability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Two (2) years of paid experience as a journey level worker in one or more of the mechanical, construction, or electrical trades which includes or is supplemented by one year in a position which is substantially similar to that of Municipal Worker III.

Special Requirements: Incumbents who operate motor equipment must possess an appropriate level New York State Driver License and appropriate Commercial Driver License.

ULSTER COUNTY
4500 MUN WRKS SUPV

Adopted: July 17, 1990
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