

ASSISTANT ROADS, GROUNDS AND SEWER SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Roads, Grounds and Sewer Supervisor in the daily activities involving the maintenance and repair of streets, sewers, cemeteries and parks. The incumbent supervises street and sewer work crews at various locations throughout the city. Work is performed under the general supervision of the Roads, Grounds and Sewer Supervisor with leeway allowed for the use of independent judgment. Supervision is exercised over subordinate employees in the Public Works Department. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists the Supervisor in supervision of the construction and repair of streets, curbs and sidewalks;
 Assists the Supervisor in supervising the maintenance and cleaning of sewers, catch basins, and culverts;
 Assists the Supervisor in supervising the maintenance of City grounds including parks, lakefront properties and cemeteries;
 Assists the Supervisor in preparing various job estimates for designs, costs, materials, etc.;
 Provides direct supervision to workers in the cemeteries;
 Maintains records and maps of the cemeteries;
 Lays out, maps and plans the landscaping of new sections of the cemeteries.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern street, grounds and sewer repair methods; good knowledge of the equipment, materials, tools, terminology and safety precautions used in grounds and sewer maintenance; good knowledge of the principles and practices of supervision; ability to work from plans; ability to understand and interpret plans and specifications; ability to prepare activity records and reports; ability to understand and carry out oral and written directions; mechanical aptitude; initiative; resourcefulness; leadership; good judgment; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

1. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree AND one (1) year of professional full-time paid experience, or its part-time equivalent, in public works maintenance activities; OR
2. Graduation from high school or possession of a high school equivalency diploma AND three (3) years of professional full-time paid experience, or its part-time equivalent, as defined in (1) above; OR
3. Any equivalent combination of training and experience as defined by the limits of (1) or (2) above.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's License and a valid New York State Commercial Drivers' License (CDL) at the time of appointment and maintenance of such license throughout the tenure of employment in the position.

APPROVED: AUGUST 18, 2000,

REVISED: 11/21/14, 11/4/16

CIVIL SERVICE CLASSIFICATION: COMPETITIVE