

DEPUTY COMMISSIONER OF PUBLIC WORKS - SEWERS

DISTINGUISHING FEATURES OF THE CLASS: This management/supervisory position is responsible for the oversight of the sanitary sewer system, storm sewer system (and related drainage conveyances) in Perinton, including, but not limited to the the repair and maintenance of all types of sanitary and storm sewer infrastructure as well as supervises the maintenance and repair of Town owned cemeteries, park districts, sidewalks and lighting districts. The employee reports directly to, and works under the general supervision of the Commissioner of Public Works, and other higher level elected officials, including the Town Supervisor with wide leeway allowed for initiating and planning daily work activities. General supervision is exercised over a nine (9) member department that includes, laborers, skilled laborers, motor equipment operators, a senior motor equipment operator and other similar staff.

Does related work as required.

TYPICAL WORK ACTIVITIES: (Other related activities may be performed although not listed.)

Supervises the construction, maintenance, and repair of the sanitary and storm sewer systems (including related drainage conveyances), town cemeteries, park districts, an extensive sidewalk network, lighting districts, and other related/miscellaneous support activities for other departments of the Town.

Plans and schedules daily work assignments and designates work crews;

Represents the department concerning storm/drainage and sanitary sewer related matters with other municipalities, outside agencies, including regulatory and the general public;

Receives, investigates and takes appropriate action on storm/drainage and sewer related complaints from the general public;

Supervises and inspects the installation of storm/drainage and sanitary sewer projects by town staff and outside contractors in the town right-of-way and on private property;

Supervises and assists with the stake-out of sanitary and storm sewer related infrastructure;

Maintains inventory of equipment and supplies;

Reviews, advises, and/or approves storm/drainage and sanitary sewer construction plans as well as reviews and approves building permit applications for the repair, replacement, or construction of private sanitary or storm sewer service laterals.

Confers with town staff, developers and consultants on layout of new sanitary and storm sewer systems, land grading, and drainage conveyance systems.

Ensures safe use and proper care of tools, trucks, and equipment and maintains equipment necessary for the maintenance and repair operations;

Develops annual operating reports, capital expense budgets/capital improvement planning, annual water consumption data (commercial sewer rent charges), and annual operational budgets (personnel, equipment and contractual needs) for drainage, sanitary sewer, sidewalk, and cemetery budget categories, including a portion of the animal control budget.

Attends board meetings and committee meetings as required;

Supervises and assists with snow & ice removal operations for the Town Hall/Community Center Complex and the sidewalk network. Coordinates with the Highway Department on personnel needs.

Availability outside normal business hours and workweek is a required and necessary throughout the year.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of methods and techniques of sewer maintenance and repair; thorough knowledge of the use, care and maintenance of sewer construction and maintenance equipment, materials, and tools; good knowledge of street construction; good knowledge of or the ability to learn New York State and Federal rules and regulations governing municipal sewer systems; good knowledge of or the ability to learn New York State and Federal regulations regarding municipal storm drainage systems; working knowledge of budget preparation; proficient math skills; good record keeping procedures; supervisory ability; ability to designate and schedule work crews; ability to determine equipment and supply needs of the department; ability to effectively deal with the public; ability to establish and maintain effective professional relationships; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school **OR** possession of an equivalency diploma **PLUS ANY of the following:**

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the fields mentioned in (A) above plus five (5) years paid full-time or its part-time equivalent experience in the repair and maintenance of storm drainage systems and sanitary sewer systems; OR,
- (B) Five (5) years paid full-time or its part-time equivalent experience in the repair and maintenance of storm drainage systems and sanitary sewer systems,.
- (C) An equivalent combination of education and experience as defined by the limits of (A), and (B) above.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position immediately **and** obtain CDL Class B license with a tanker endorsement within 6-months of appointment.

REVISED: July 30, 2020