# Village of Spencerport

*An Equal Opportunity Employer*

Superintendent of Department of Public Works (DPW)

***Job Description***

***February 14, 2022 (update)***

# Overview

The Superintendent of the Department of Public Works oversees and ensures the safety of field operations personnel and that all operations are handled in a safe, timely, efficient, and cost-effective manner. This includes establishing routines, projects and priorities with other various Village, municipal, and contractors.

The Superintendent of the DPW prepares operational budgets, contributes to capital forecasts, strategic planning and establishes cost centers to monitor and control appropriated moneys.

# Minimum Requirements

* High school diploma or equivalent
* Experience in resource management of field construction/maintenance/trouble-resolution functions
* Computer literate in operational systems, project management software, and word-processing software
* Available 24 hours

# Preferred Skills

* Leadership
* Oral and Written Communications
* Analytical/Problem Solving
* Decision Making
* Planning and Organizing
* Customer Relations
* Project Management
* Advanced Computer Literacy

# General Functions

* Review general correspondence for technical accuracy and conformity to the Village's business philosophy
* Interact with government agencies regarding municipal projects
* Understand the financial implications of decisions,
* Develop and participate in process improvements, establish goals that align with the Village vision
* Search for, actively acquire, and maintain business and technical knowledge
* Know and understand Village Code and processes
* Function as business or technical consultant, expert, or resource
* Use effectively business or technical literature, information documentation, memorandums, and other relevant documentation
* Be sensitive to interactions within operational units
* Communicate in a clear, concise, and organized manner both orally and in writing
* Work independently; handle several projects simultaneously; resolve problems using an analytical approach Exercise good judgment
* Ensure customer/resident needs are addressed immediately
* Know the territorial franchise
* Provide support to the Village officials during emergency situations Interact with internal resources, customers, and vendors
* Respond positively to, and demonstrate the ability to, learn new technologies and techniques
* Support all safety plans and programs
* Perform other assigned duties, as requested