



# Village of Saranac Lake

39 Main Street, Suite 9 Saranac Lake, NY 12983-2294

Phone: (518) 891 - 4150

Fax: (518) 891 - 1324

Web Site: [www.saranaclakeny.gov](http://www.saranaclakeny.gov)

## DPW Supervisor

**Department:** Department of Public Works

**Location:** Village of Saranac Lake

**Jurisdictional Class:** Competitive

**Full Time:** 40 hours per week

**Application deadline:** Until position is filled

**Starting Annual Salary:** \$26.89/hour

**Residency:** Residency is waived

### DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for the supervision and performance of duties in the construction, maintenance and repair of village streets, buildings and water and sewer systems. The work is performed under the general supervision of the Superintendent of Public Works and/or the Chief Water and/or Wastewater Plant Operator with leeway allowed for planning work methods. Supervision is exercised over a small number of subordinate employees. The incumbent does related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

- Supervises and participates in snow removal and the sweeping and sanding of streets
- Supervises buildings and park and playground maintenance activities
- Maintains records and prepares reports
- Operate construction equipment as necessary
- May supervise and participate in the construction, maintenance and repair of gravel, macadam, asphalt or concrete roads and parking lots
- May supervise and participate in the excavation, laying and maintaining of water and sewer mains and lines, catch basins, siphons and pumps
- May supervise and participate in maintaining water and/or wastewater treatment plants including distribution and collection lines
- May supervise and participate in the making of taps on water and sewer mains for customer services and installing valves, gates and fire hydrants
- May install, repair and reset valves, meters, pumps and related water distribution and/or sewer collection equipment
- May supervise and participate in the cleaning of ditches, culverts and basins

### FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Good knowledge of the modern practices, methods and procedures used in the construction and maintenance of streets and water operation and sewer operation systems

- Good knowledge of the tools and equipment used in the construction and maintenance of streets, and water and sewer systems
- Ability to supervise the work of subordinates
- Ability to read and interpret blueprints
- Ability to prepare reports
- Ability to follow oral and written directions
- Physical condition commensurate with the demands of the position

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in the construction and maintenance of roads and/or in the maintenance of water operation and/or sewer operations systems.

**IF POSITION REQUIRES:**

1. Possession of the required certificate as issued by the New York State Department of Environmental Conservation, 6 NYCRR Part 6501.11, appropriate to the plant at the time of appointment.
2. Possession of the required certificate as issued by the New York State Department of Health, Bureau of Public Water Supply Protection, under the provisions of the New York State Sanitary Code - Chapter 1, appropriate to the plant at the time of appointment.
3. Possession of valid New York State Commercial Driver's License (CDL) at time of appointment.

Date Posted: 10/2/2024

Expire Date: Until filled

Contact Name: Nicole McClatchie

Contact E-mail: [deputyclerk@saranalakeny.gov](mailto:deputyclerk@saranalakeny.gov)