

# City of Ithaca

## Office of Human Resources / Civil Service

108 E. Green St. - Ithaca, NY - 14850

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- INTERNAL POSTING ONLY -

- PERMANENT EMPLOYEES ONLY -

**TITLE:** Working Supervisor

**LOCATION:** City of Ithaca - Department of Public Works  
Water and Sewer Division

**SALARY:** \$21.43/hour - \$25.72/hour

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for supervising and participating in public works projects including the construction, maintenance and/or repair of municipal streets, bridges, parks and grounds, water distribution systems, wastewater collection systems, and street signage and markings. The incumbent plans and oversees the details of assigned work projects and supervises public works crews and work site activities. The incumbent also directly participates in project work activities, including operating construction equipment, utilizing construction machinery and tools, and performing other manual work as needed. This position differs from that of a Maintainer in that a Working Supervisor has regular supervision of a public works crew, plans out assigned public works projects, and has final responsibility for the successful, efficient and timely completion of assigned projects. The work is performed under general supervision of a higher-level public works supervisor with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the work of Heavy Equipment Operators, Light Equipment Operators, Maintainers, Maintenance Workers, and Laborers. Does related work as required.

**MINIMUM QUALIFICATIONS:** Four (4) years of full-time paid experience, or its part-time paid equivalent, in public works activities, such as highway construction or maintenance, parks and forestry maintenance, water or sewer main construction or maintenance, etc. Such experience must have been at the level of skilled or semi-skilled labor.

**SPECIAL REQUIREMENT:** Possession of a valid driver license appropriate to the vehicles or equipment operated. Said license must be maintained for the duration of employment.

**APPLICATION MATERIALS REQUIRED:**

- City of Ithaca application
- Copy of valid Driver License

Applications must be received by the City of Ithaca Human Resources Department no later than 4:30 PM EST on the last filing date indicated above. Postmarks are not accepted. All applications must be original applications, either hard copy or electronically submitted through our online application program. We do not accept faxed applications, e-mailed applications or photocopies of applications.

Submit required application materials by March 15, 2019 to:

City of Ithaca  
Human Resources Department  
108 East Green Street  
Ithaca, NY 14850  
(607) 274-6539

Web site: <https://ithaca-portal.mycivilservice.com>



The City of Ithaca is an Equal Opportunity Employer that is committed to diversifying its workforce.

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