

POSITION CLASS TITLE: SUPERVISOR OF DEVELOPMENT & MAINTENANCE

JURISDICTIONAL CLASS: NON COMPETITIVE
CIVIL DIVISION: CITY OF OSWEGO (PORT AUTHORITY)
AUTHORIZATION: PERSONNEL DIRECTOR
(revised: May 2019)

DISTINGUISHING FEATURES OF THE CLASS:

The incumbent in this position assists in directing all activities at the Port Authority and has immediate responsibility for the maintenance and repair of Port facilities. The position involves responsibility for assisting the Executive Director in all phases of the Port operation with particular reference to supervision of maintenance, operation, and repair of Port facilities, there is the additional responsibility of overseeing all construction work undertaken by private contractors for the expansion and alteration of physical facilities of the Port to insure adherence to contracts and specifications. The work is performed under the general supervision of the Executive Director permitting the incumbent considerable latitude for the exercise of independent judgment and initiative. Supervision is exercised generally over all subordinate Port employees with direct supervision of maintenance personnel. Does related duties as required.

TYPICAL WORK ACTIVITIES:

- Assists the Executive Director in all activities concerned with operational work;
- Acts for the Executive Director in his absence;
- Oversees a continuing maintenance and repair program for physical facilities of the Port;
- Oversees administration of contracts regarding construction projects;
- In the case of construction work performed by private contractors, examines materials and workmanship to insure adherence to contracts, specifications, and acceptable standard;
- Maintains progress reports for compliance with approved construction schedules;
- Conducts studies of Port operations and suggests necessary improvements;
- Oversees handling of general cargo and confers with shippers, receivers of freight, stevedoring firms and ships representatives;
- Consults with maintenance personnel and Executive Director prior to making decisions concerning port maintenance;
- Implements the establishment of maintenance records relating to Port operations.

KNOWLEDGE, SKILLS AND ABILITIES:

Summary of full performance characteristics.

Thorough knowledge of the principles and methods, tools and materials used in Port maintenance and construction; good knowledge of pertinent Federal, state and Local Laws, Rules and Regulations applicable to the operation of the Port; good knowledge of administrative techniques and practices as they apply to a wide range of Port Authority operations; working knowledge of modern principles and practices of government purchasing; ability to plan and supervise the work of others; ability to read blueprints; good judgment; initiative and resourcefulness; dependability; good physical condition.

MINIMUM QUALIFICATIONS:

Education, specialized background, training and experience.

- A) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's degree in business administration, industrial arts technology, or related field and one year or its part time equivalent business management administrative or supervisory experience, in the public sector preferred;

OR

- B) Graduation from a regionally accredited or New York State registered two year college or university with an associate's degree in business administration, industrial arts technology, or related field and three years or its part time equivalent business management administrative or supervisory experience, in the public sector preferred;

OR

- C) Graduation from high school or possession of a high school equivalency diploma and five years or its part time equivalent business management administrative or supervisory experience, in the public sector preferred;

OR

- D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.