



Employment Opportunity – Head of DPW

The Village of Buchanan is seeking an experienced individual to be our next General Foreman for the Department of Public Works (DPW). The Village is seeking to replace an over 30-year experienced leader of DPW. This new individual will move the Village forward in all functions of DPW. Please see the Village website (https://buchananny.gov/_documents/jobs/General-Foreman-DPW.pdf) for full details of the position. If you are interested, please provide your cover letter, resume (including certifications/training) and three references to the Village Administration, mserrano@buchananny.gov. Application deadline is February 11, 2025.



Please take note that anyone applying must meet the minimum requirements under New York State Civil Services as described below.

GENERAL OVERVIEW OF POSITION:

Under the general supervision of a higher-level employee, the incumbent of this class supervises the work of skilled and unskilled personnel involved in two or more public works functions, such as construction and maintenance of roads, collection and disposal of refuse, maintenance of parks, and other public works activities. Does related work as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of modern street construction and maintenance practices terminology, tools, and equipment; thorough knowledge of public works activities; ability to plan, layout and supervise the work of others; ability to keep simple activity records and prepare reports of such activities; ability to communicate effectively, both orally and in writing; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; industry; initiative; resourcefulness; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

Either: (a) graduation from high school or possession of a high school equivalency diploma and three (3) years' experience in any, or a combination of, the following: garbage/trash collection; the maintenance and repair of roads, automotive equipment, buildings and/or facilities, water and sewer pipes or plants, parks, storm water facilities or street lights, either for a public or private entity, two (2) years of which must have been in a supervisory capacity; or (b) graduation from high school or possession of a high school equivalency diploma and four (4) years of work experience as described in (a) above, which must have included overseeing the work of crews; or (c) (7) years of work experience as described in (a) above, two (2) years of which shall have been in a supervisory capacity; or (d) eight (8) years of work experience as described in (a) above, four (4) years of which must have included overseeing the work of crews.

SPECIAL REQUIREMENT:

At time of appointment, possession of a valid license, appropriate for the vehicle to be operated and issued by the New York State Department of Motor Vehicles. CDL is highly preferred. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

General Foreman

Examples of duties

Highway

Assist, directs and supervises all activities for the highway department

- maintenance and repairs of all catch basins
- maintenance and repairs of all roadways including potholes and sidewalks
- installation and repair of all street signs
- maintenance and repair of all street lights
- maintenance and repair of all street signals
- maintenance of all trees and shrubs along the roadway and right of ways and other municipal properties
- painting of all stop bars, double yellow lines and other road markings
- salting of roads and snow removal on streets parking lots and sidewalks
- street sweeping program
- picking up of all e-waste and metals
- order supplies and materials
- provides training and works with third-party professionals for training of staff
- supervises and approves timesheets and time off for employees
- reviews/recommends new equipment and vehicles
- maintains daily and monthly records of all work performed
- first point of contact regarding any emergency situation and the signs appropriate staff in response
- uses Microsoft applications for example Excel spreadsheets word and email
- communicates and acquires bids from outside contractors for related work
- provides training and works with third-party professionals for training of staff

Water

Assist, directs supervises all activities for the water department

- daily water usage and testing
- monthly, bimonthly, annual and biannual testing reports
- installing replacing and repairing meters as needed
- maintenance and repair of service lines
- repair of water main breaks
- Hydro flushing and winterizing
- Mark out for roadwork
- order supplies and materials
- provides training and works with third-party professionals for training of staff
- supervises and approves timesheets and time off for employees
- reviews/recommends new equipment and vehicles
- maintains daily and monthly records of all work performed
- first point of contact regarding any emergency situation and assigns appropriate staff in response
- communicates and acquires bids from outside contractors for related work

Wastewater

Assist in all activities for the Wastewater department

- Works with Village Engineer, Village staff and consultants in the operations of the wastewater plant and operation.

Sanitation

Assist, directs and supervises all activities for the sanitation department

- creates sanitation and recycling schedule
- creates sanitation and recycling routes
- creates and supervises yard waste and leaf pickup



- order supplies and materials
- provides training and works with third-party professionals for training of staff
- supervises and approves timesheets and time off for employees
- reviews/recommends new equipment and vehicles
- maintains daily and monthly records of all work performed
- first point of contact regarding any emergency situation and the signs appropriate staff in response
- communicates and acquires bids from outside contractors for related work

Recreation

Assists, directs and supervises all activities for recreational activities

- assess and supervisors the preparation of fields for use of travel teams and high school. Including but not limited to placing of lines, purchase and installation of clay for the infield, mowing of grass
- assist and supervisors the maintenance of parks and playgrounds
- provides training and works with third-party professionals for training of staff
- order supplies and materials
- supervises special events
- supervises and approves timesheets and time off for employees
- reviews/recommends new equipment and vehicles
- maintains daily and monthly records of all work performed
- first point of contact regarding any emergency situation and then assigns appropriate staff in response
- communicates and acquires bids from outside contractors for related work

Mechanic

Assist, directs and supervises of all mechanical work

- schedule and work with MEO's and Mechanic or outside service stations for all repairs and maintenance of all vehicles and other equipment including but not limited to; oil changes break repairs, tire changes.
- order supplies and materials
- provides training and works with third-party professionals for training of staff
- supervises and approves timesheets and time off for employees
- reviews/recommends new equipment and vehicles
- maintains daily and monthly records of all work performed
- first point of contact regarding any emergency situation and the signs appropriate staff in response
- communicates and acquires bids from outside contractors for related work

Completes reports to State and County agencies.