

JOB OPPORTUNITY ANNOUNCEMENT

(Re-issued 10/27/2026)

Date of Announcement: October 20, 2026

Applications are being accepted until position is filled.

The City of Glens Falls has **one** full-time vacancy in Dept. of Public Works for:

Public Works Superintendent

Base Salary Range: \$70,000 to \$80,000

Completed applications must be submitted to:

City of Glens Falls
Human Resource Dept.
42 Ridge Street
Glens Falls, NY 12801

We are proud to affirm our commitment to Equal Opportunity Employment principles. As part of our dedication to fostering a fair and inclusive workplace, we conduct background checks on all applicants to ensure compliance with legal and safety standards, while also ensuring that hiring decisions are made without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, or any other characteristic protected by law.

PLEASE POST CONSPICUOUSLY

Public Works Superintendent

GENERAL STATEMENT OF DUTIES:

Under general supervision of the mayor and with substantial latitude for independent judgment and initiative, the Superintendent DPW directs roadway, highway, arterial, grounds, and related infrastructure maintenance and repair activities. The position oversees supervisors, field crews, and yard personnel; coordinates routine and emergency operations; promotes safe and productive work practices; and maintains accurate operational and personnel records.

DISTINGUISHING FEATURES OF THE CLASS:

Plan, direct, and oversee roadway, highway, arterial, grounds, and related structure maintenance and repair activities within the assigned service area or program. Supervise Highway Repairers, street maintenance crews, arterial maintenance crews, and yard personnel.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Plan, direct, and oversee roadway, highway, arterial, grounds, and related structure maintenance and repair activities within the assigned service area or program.
- Supervise Highway Repairers, street maintenance crews, arterial maintenance crews, and yard personnel.
- Oversee milling, paving, resurfacing, roadway repair, snow removal, and other street maintenance operations.
- Direct arterial maintenance work, including lawn mowing, tree pruning, guiderail and fencing repairs, attenuator placement, and debris removal.
- Investigate roadway defects and high-profile repair needs, prioritize corrective work, and monitor completion.
- Patrol roadways and arterials for storm damage, flooding, and hazardous conditions; take prompt steps to make affected areas safe and resolve warranted conditions.

- Visit work locations to inspect work in progress, confirm that proper methods are being used, verify compliance with safety requirements, and monitor productivity.
- Provide on-site instructions regarding corrective or alternative work methods and conduct timely post-inspections of completed work.
- Assign, coordinate, and monitor the work of subordinate supervisors and employees.

TYPICAL WORK ACTIVITIES: (Illustrative only) continued

- Leads and participates in the construction of gravel, macadam, asphalt or concrete roads;
- Leads and participates in evacuation, drainage and embankment projects;
- Leads and participates in the cleaning of ditches, culverts, basins and miscellaneous work in water distribution systems;
- Leads and participates in the cutting of brush, trimming of trees, and setting of guideposts;
- Leads and participates in snow removal activities;
- Leads and participates in ordinary building cleaning and maintenance tasks;
- Provide training and coaching as needed and recommend transfers or reassignments when appropriate.
- Review and approve employee timesheets and leave requests.
- Conduct and attend operational, safety, and personnel meetings. Enforce applicable safety regulations and correct unsafe methods or conditions promptly.
- Ensure adequate safety measures are in place to protect employees, pedestrians, motorists, and the work zone.
- Maintain and update required manual and electronic operational records.
- Review and prepare productivity, inspection, and related management reports.
- Perform other related duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Strong leadership, command/supervisory, administrative and interpersonal skills;
- Strong oral and written communication abilities
- Ability to supervise the work of others engaged in routine tasks
- Ability to understand and follow oral and written directions
- Ability to get along well with others; Dependability; Tact, Courtesy
- Ability to keep records and make reports, strong computer skills and financial acumen for department budgets
- Leads and participates in snow removal activities
- Performs semi-skilled mechanical repairs on automotive equipment;
- Leads and participates in ordinary building cleaning and maintenance tasks;
- May operate a truck or other equipment in connection with above work.
- Ability to maintain good department morale;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a high school equivalency diploma and seven (7) years of experience as construction, public works or related activities;

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION: Possession of appropriate level NYS driver's license, which must be maintained throughout employment.