



## VILLAGE OF SOUTHAMPTON

23 Main Street  
Southampton, NY 11968  
(631)283-0247 [www.southamptonvillage.org](http://www.southamptonvillage.org)

### CIVIL ENGINEER/SUPERINTENDANT OF PUBLIC WORKS

The Civil Engineer/Superintendent of Public Works is responsible for planning, coordinating, supervising and directing the operations of a village public works department. Supervision is exercised over the maintenance of public roads, rights-of-way, public parking lots, trees, street lights, waterways, grounds, parks, buildings, and infrastructure. Oversight of various capital programs including Village Water Quality Projects and Sewer District Implementation.

### TYPICAL WORK ACTIVITIES

- Plans and conducts preventative maintenance program for village assets such as fleet vehicles, roads, snow and brush removal, sidewalks, parks and buildings.
- Plans and conducts the construction and maintenance of all drainage, sidewalk, curbing
- Coordinates with outside engineering consultants for the planning and construction of the Village's Sewer Infrastructure Project.
- Oversees various wetland and water quality improvement projects
- Coordinates with Village Grant Writers and Granting agencies for project funding
- Directs and develops a program for planting, spraying, fertilizing, trimming and removing trees and shrubs on village right-of-way
- Recommends the acquisition and supervises the maintenance of automotive and mechanical equipment such as trucks, asphalt sprayers, leaf loaders and snowplows.
- Supervises the maintenance of parks and playgrounds and takes measures to preserve lakes and ponds.
- Investigates and processes complaints relating to roads, grading and drainage
- Prepares annual budget and department activity reports
- Maintains records and databases for metrics such as KPI measurements

### MINIMUM QUALIFICATIONS

- Minimum 5 years' experience in Municipal Public Works/Civil Engineering
- Professional Engineer's License issued by New York State.

SALARY \$115,000 plus benefits

EMAIL: Resume to [villageadmin@southamptonvillage.org](mailto:villageadmin@southamptonvillage.org)

Attn: Charlene Kagel-Betts CPA, Village Administrator