

INCORPORATED VILLAGE OF FLORAL PARK



POSITION AVAILABLE DEPUTY SUPERINTENDENT of PUBLIC WORKS

The Village of Floral Park is seeking qualified candidates for the position of Deputy Superintendent of Public Works.

The position of Deputy Superintendent is an appointed position and is designed to work directly with, and at the direction of, the Superintendent of the Department Public Works to ensure the proper functioning of and the effective delivery of services through the various divisions of the Department of Public Works which are: Highway Maintenance, Sanitation, Fleet, Building Maintenance, and Parks Departments. The Deputy Superintendent will also assist in the necessary interaction with the public and various federal, state and county agencies, and various public utilities.

Duties to include: Assist the Superintendent in: budget preparation and the oversight of the administrative offices; coordination of work of department divisions; construction field inspections; oversight of sidewalk and streetlight replacement program; management of fleet maintenance program; coordination of safety training programs, including OSHA requirements; payroll and overtime review and payroll; monitoring and coordinating efforts of construction crew and road replacement projects with local utilities within the Village; review and set up bidding for contracts with Village contractors; document preparation relating to Requests for Proposals on various capital projects; generating grant application paperwork; participating in emergency management efforts; sanitation and property maintenance code enforcement; and coordination and documentation for D.E.C., N.C.F.M., C.H.I.P.S and F.E.M.A. issues.

Qualifications: Familiar with code enforcement and/or public works construction; knowledge of Microsoft EXCEL, Word, Power Point, website communications and general computer skills along with organizational skills is required. Applicant must work well with staff and residents. This individual must be organized, able to multi-task and willing to take on responsibility.

Salary: Commensurate with experience
Excellent Benefits

Apply to: Gerard M. Bambrick
Village Administrator
Inc. Village of Floral Park
gbambrick@fpvillage.org
(516)326-6300