



INCORPORATED VILLAGE OF FLORAL PARK

POSITION AVAILABLE

SUPERINTENDENT OF THE DEPARTMENT OF PUBLIC WORKS

The Village of Floral Park is a full-service municipality serving over 16,000 residents in Nassau County, New York, and directly bordering the City of New York.

The Department of Public Works is responsible for providing a broad range of municipal services through the following divisions: Highway, Sanitation, Recycling, Shade Tree, Street Lighting, Fleet Maintenance, Parking Meters, Traffic Signs and Pavement Markings, Parks, and Building Maintenance.

The position of Superintendent of Public Works is established to ensure the proper functioning of these divisions and the effective delivery of services. The Superintendent will also facilitate necessary interaction between the Department, the public, and various federal, state, and county agencies, as well as public utilities.

Duties include: oversight of administrative operations; coordination of work with division supervisors; supervision of in-house work performed by public works staff and construction field inspectors; review of site plans; oversight of sidewalk replacement programs, tree programs, and safety (OSHA) compliance initiatives; payroll and overtime review and approval; monitoring and coordination of construction and infrastructure replacement projects with local utilities within the Village right-of-way; preparation and administration of bid specifications and contract documents; preparation of Requests for Proposals (RFPs) for capital projects; preparation of grant applications; participation in emergency management operations; and coordination and documentation related to D.E.C., N.C.F.M., C.H.I.P.S., and F.E.M.A. matters.

Qualifications: A background in public works is preferred but not required. Experience and familiarity with building codes and enforcement, public works construction, maintenance and repair operations, or supervisory experience in sanitation services is required. Proficiency in Microsoft Excel, Word, PowerPoint, and general computer applications, along with strong organizational skills, is required. The applicant must work effectively with staff and residents. The successful candidate must be highly organized, capable of multitasking, and willing to assume significant responsibility. C.E.O. certification and Class A and B UST Operator certifications are preferred.

Salary: Commensurate with experience.

Apply to:

Gerard M. Bambrick
Village Administrator
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