

JOB DESCRIPTION: STREET & WATER COMMISSIONER – VILLAGE OF FONDA

The **Street & Water Commissioner** is a key leadership role within the Village of Fonda's Public Works Department, responsible for the hands-on operation and management of critical infrastructure. This is not an administrative-only position; the Commissioner is expected to actively participate in fieldwork, operate equipment, and collaborate with the team to maintain the village's infrastructure. Additionally, the Commissioner will participate in appointed committees to further contribute to village planning and decision-making.

Key Responsibilities:

- **Street Maintenance:** Oversee and actively engage in the maintenance of 3.2 miles of roadway within the village. Duties include pothole repair, street resurfacing, street sweeping, and maintenance of storm drainage systems to prevent flooding.
- **Winter Operations:** Lead and participate in snow plowing, sanding, and salting to ensure the safety of roads during winter conditions.
- **Park Maintenance:** Manage the upkeep of village parks, performing mowing, landscaping, and general maintenance to maintain a clean and enjoyable environment for residents and visitors.
- **Roadside Maintenance:** Actively maintain roadsides for safety and aesthetics and manage the village-owned property to ensure proper care and function.
- **Drinking Water Supply and Transmission:** Supervise and engage in the maintenance and operation of the village's drinking water system, including treatment facilities and distribution pipelines, ensuring reliable access to clean, safe drinking water.
- **Sanitary Sewer Lines:** Perform and supervise maintenance on sanitary sewer systems, including addressing blockages and leaks to prevent backups and health hazards.
- **Stormwater Management:** Oversee and participate in stormwater system maintenance, including managing drainage pipes, culverts, and retention ponds to prevent flooding and protect water quality.
- **Infrastructure Replacement:** Identify and prioritize aging infrastructure, plan replacements, and implement improvements to ensure the village's systems are reliable and meet community needs.
- **Hands-On Equipment Operation:** Operate construction and maintenance equipment, such as excavators, skid steers, and other machinery, to complete necessary public works projects.
- **Budgeting and Planning:** Prepare and manage departmental budgets, plan and schedule maintenance projects, and coordinate with contractors and vendors to ensure effective operations.
- **Technology & Administration:** Use Microsoft Office and other municipal software to manage projects, track records, and ensure compliance with regulations.
- **Committee Participation:** Actively participate in appointed committees, working with other village officials and stakeholders to contribute to infrastructure planning, public safety initiatives, and long-term village development.

Qualifications:

- **Education:** A high school diploma or equivalent is required. A degree in public administration, civil engineering, or a related field is preferred.
- **Experience:** Preference of 5 years of practical experience in public works, municipal construction, water systems management, or infrastructure maintenance, with supervisory experience. Strong equipment operation skills are essential.

- **Certifications & Licensing:** A valid New York State driver's license is required. **Water distribution** and Water Filtration 2A licensing is a plus if selected and will be **required in this position**.
- **Skills:** Proficiency in heavy equipment operation, project planning, and public works supervision is essential. Strong leadership and communication skills and computer proficiency with programs like Microsoft Office are also essential.

The Commissioner's role is **hands-on**, involving daily participation in operations alongside administrative duties. The position will start on a date to be determined (Spring 2025). The mayor appoints this position with approval from the Board of Trustees.

Provide your resume to the Village Clerk, villageclerk@villageoffonda.ny.gov

The Village of Fonda is an Equal Opportunity Employer.