

VILLAGE OF BRIARCLIFF MANOR
1111 PLEASANTVILLE ROAD
BRIARCLIFF MANOR, N.Y. 10510



WWW.BRIARCLIFFMANOR.GOV

TELEPHONE: (914) 941-4800

FAX: (914) 941-4837

December 14, 2023

Job Posting – Superintendent of Public Works (Civil Service)

The Village's Public Works Superintendent is retiring after 18.5 years in the Village and we are seeking the next Superintendent, which is a Civil Service (test required) position. Candidates may also hold the Village Engineer Civil Service title to lead the Public Works Department.

The candidate is expected to begin in this role in March or April 2024.

About Briarcliff Manor

The Village of Briarcliff Manor, New York is nestled along the historic and scenic Hudson River. With 5 3/4 square miles of land, the Village offers a rustic residential environment within easy commuting distance to Manhattan and all that New York City has to offer including a metro-north train station at Scarborough Train Station.

The Village's population was 7,569 according to the 2020 U.S. Census. Briarcliff Manor is situated within the Town of Ossining and the Town of Mount Pleasant, with over 91% of the residents in the Town of Ossining. Two public schools districts, Briarcliff Manor and Ossining, serve the Village. Both districts have been recognized for their excellence.

About the Department

The Public Works Superintendent is the Department Head in Public Works. The 29.5 employee breakdown is currently as follows: Public Works Superintendent, General Foreman, Assistant General Foreman, Water Foreman, 3 Water Department Maintenance Workers, 2 Central Garage Mechanics, 6 Sanitation Employees (2 MEOs, 4 Sanitation Workers), 13 Highway Employees (6 MEOs, 5 Laborers, 2 Skilled Laborers), 1.5 Office Assistants (one full-time Office Assistant is shared with the Village Engineer but is stationed at DPW offices). All labor class positions are represented by CSEA contract which is set to expire in 2024.

The Department operates the following departments: Highway, Water/Sewer, Sanitation/Recycling, Buildings and Central Garage, and has several skilled staff members on staff which can complete more complex construction projects. Time however is a major factor influencing how projects are completed and many projects are still outsourced or may only be completed during Winter months. The department is currently going through a transition with many of its more experienced members having retired in the last to next few years. Determining an appropriate training plan for the next

crop of up and coming Public Works front line labor will need to be a priority of the new Superintendent in order to maintain a first-class skilled workforce.

Virtually all homes are served by the Village's public water supply which has been subject to multi-million-dollar investments over the last 15 years. Approximately 80-90% of the Village has public sewer, while the remainder are on septic. The water system extends into portions of the Town of Mount Pleasant.

Budgeted expenses for the Public Works Department in 23/24 were \$5,480,591.

Budgeted expenses for the Water Department in 23/24 were \$3,690,194.

About the Position

This is a high-level, highly visible, Department Head position and is a competitive class non-union position. This position reports directly to the Village Manager. In addition to the Civil Service [standard set of duties](#), which includes as is standard, being the head person in charge of Public Works Operations, here is what you should know about the focus of the role in Briarcliff.

The Public Works Superintendent works closely with the Village Manager's office to assess the Village's infrastructure, and determine proactive and corrective actions necessary under their specific department. There are currently several exciting Capital Projects in progress or planning stages in which the Superintendent will play a key role in, or provide major project support, including, but not limited to: Downtown Mobility Project (approx. \$4.5M project, 3.05M grant funded), conversion of recently purchased private property into a municipal use (1050 Pleasantville Road), several larger scale drainage projects, decommissioning of a water pump station into a trail head comfort station, and many water projects. Therefore, construction management experience and project planning are key components to the role. The Superintendent is also responsible for Capital planning for streets and equipment needs relating to the Public Works operation. Candidates are encouraged to review our most recently adopted [Capital Budget](#) online on the Treasurer's page (under Village Budgets). We currently use ClearGov for Capital Budget creation and planning and Munis for our financial software.

The Superintendent of Public Works has primary operating responsibility for the water system and it is expected that the Superintendent of Public Works will obtain a Grade D Water License (paid for by the Village) and become familiar with the workings of the Water Department and its Capital needs for planning purposes. The Village operates 9 water pump stations and 9 sewer pump stations in the Water District. The Village Engineer and Superintendent of Public Works will be tasked with coordinating the Tri-Village Community water supply operations and improvements. Therefore, experience with public and/or private water systems is a plus, but is not required at the time of selection. Experience with sewer systems is also a plus, but not required. General working knowledge of both is preferred

Minimum Requirements, Benefits and How to Apply

Applications will be accepted until the position is filled, however the first review of candidates will be in January 2024. The Village is seeking to have the selected candidate begin work in March or April 2024.

The minimum requirements are set forth in the Civil Service job description:

<https://humanresources.westchestergov.com/images/stories/jobspecslocal/s/superintendentofpublicworks1fadacompliant.pdf>

We offer a competitive salary range, and candidates who demonstrate forward-thinking approaches, outstanding leadership, superior communication and presentation skills, and a deep commitment to high-quality service will be eligible for the higher end of this range. Ideal candidates should have a proven track record of completing projects on time and within budget, excelling in managing multiple projects and priorities simultaneously with diverse stakeholders. Special consideration will be given to those with experience in water, construction management, and/or engineering, as these qualifications align closely with our top-tier candidate profile.

Annual salary range offered, DOQE, is \$160,000-\$210,000. Benefits include: Health Insurance (**NYSHIP Empire Plan**), Dental, Optical, standard NYS Pension, employee election Deferred Compensation Plan, Flexible Spending & Dependent Care Pre-Tax Accounts, and four weeks' vacation + personal time. Typical work hours are 7:00 AM – 3:30 PM, Monday-Friday, with 14 paid holidays. The employee will have access to a vehicle for Village use and commuting purposes – such use to be further outlined via vehicle use policy.

Interested candidates should submit a letter of introduction and resume, via email preferred, attention (Civil Service canvass to follow in January 2024):

Josh Ringel, Village Manager
1111 Pleasantville Road
Briarcliff Manor, NY 10510

Email to villagemanager@briarcliffmanor.gov (questions may also be submitted via this email)

The Village of Briarcliff Manor is an Equal Opportunity Employer and is fully committed to maintaining a workplace free of discrimination and harassment based on race, gender, religion, age, color, national origin, disability, sexual orientation, and other non-merit factors. All persons applying for employment and employed by the Village shall be afforded equal employment opportunity in initial employment and consideration for advancement.