

COMMISSIONER OF PUBLIC WORKS (TOWN)

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for direction, planning, coordination, and administration of a Town's public works activities. The incumbent of this position shall have the general powers and duties of a Town Highway Superintendent as set forth in the town law, and shall have general administrative responsibility for overseeing the activities of the Town's water and wastewater treatment plant facilities. Work is performed under general direction of the Town Manager in accordance with defined policies and statutory or regulatory requirements. Wide leeway is allowed for the exercise of independent judgment in performing the duties of the position. Administrative responsibility is exercised over a large staff through the direct supervision of the Assistant Directors of Public Works assigned to the Highway or Utility operations.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Supervises the construction and maintenance of town roads, bridges, utility operations, and other
public works projects;

Establishes policies and procedures for reviewing, analyzing, and evaluating various components of
the town's public works program;

Provides direction and supervision of other administrative staff charged with direct supervision
public works operations;

Conducts inspections of highways, bridges, utility plants, and other public works facility sites to
determine that proper maintenance and operations are accomplished;

Reviews recommendations and reports of operations from subordinate personnel to determine and

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set priorities for on going department activities;

Prepares and administers the annual operating budget relating to public works activities;

Meets with regulator agency personnel, town administrative personnel, and the legislative body to present reports and/or recommendations concerning public works activities;

Authorizes public works expenditures and purchases in accordance with established policies and procedures;

Oversees the planning and preparation of special studies and reports relating to public works activities;

Maintains a variety of records, files and reports relating to public works activities;

Occasionally engages in public relations activities by participating in speeches or presentations about public works activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods and theory of road and bridge construction and maintenance; thorough knowledge of practices and equipment used in the operation and maintenance of water or wastewater treatment Commissioner of Public Works (Town) plant facilities; good knowledge of the principles and concepts of law that impinge on the day-to-day operations of the public sector administrator; good knowledge of the principles and practices involved in directing the activities of a large subordinate staff through direction of subordinate supervisory staff; ability to plan, organize, coordinate, motivate, and control public works operations; ability to understand and analyze technical data relating to public works activities; ability to establish and maintain effective working relationships with others; ability to work effectively with the

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incumbent legislative body and Chief Executive Officer in accordance with established policies; ability to present ideas clearly both orally and in writing; skill in analyzing and interpreting data relating to public works activities; good judgment; dependability; and integrity.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Master's Degree in Public Administration, Civil Engineering, Environmental Sciences, or a related field and two (2) years of supervisory experience in a construction industry including road or bridge construction, or in the maintenance or operation of large water and wastewater treatment plant facilities; or
- (B) Possession of a Bachelor's Degree in Public Administration, Civil Engineering, Environmental Sciences, or a related field, and four (4) years of experience in a construction industry including road or bridge construction or in the maintenance or operation of large water and wastewater treatment plant facilities, two (2) years of which must have been in a supervisory capacity; or
- (C) Eight (8) years of experience as described in (B) above, two (2) years of which must have been in a supervisory capacity.
- (D) An equivalent combination of training and experience as described in (A), (B) and (C) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: May 10, 1995

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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Revised and Replaced in Classplan: 12/11/2024 (Edu)