

**DEPUTY COMMISSIONER OF PUBLIC WORKS/  
ENGINEERING**

**285-A**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for assisting the Commissioner of Public Works in the management and administration of major programs, projects and daily activities in the engineering department in the Division of Public Works. The incumbent directly supervises professional and technical engineering staff performing engineering work in the office or field in connection with the design, inspection, maintenance and construction of highways, bridges, buildings and other public works. The incumbent exercises general direction over the administrative activities of the department. Work is performed under the general direction of the Commissioner of Public Works. The incumbent may act as head of the department in the absence of the Commissioner of Public Works.

**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 and directs work assigned, including, but not limited to highway inspection programs, computerized road maintenance programs, topographic and utility surveys, the design, inspection and supervision of highways, bridges, buildings and other Public works construction projects;

Responsible for supervising manual and computer aided drafting and designing plans and profiles for the construction of Public Works projects and for the analysis of civil engineering problems;

Supervises and assists in the planning, design, inspection and construction for all Public Works projects including but not limited to highways, bridges, buildings, water

supply, wastewater, stormwater, flood mitigation, airports, park development, traffic controls, drainage systems, utilities, solid waste, etcetera;

Supervises the testing and inspection of construction materials to ensure conformance to specifications;

Prepares progress reports and retains records of completed projects as well as all changes to plans and specifications;

Recommends multi-year construction and maintenance programs for highways, bridges, buildings, and other Public Work projects;

Prepares annual engineering department budget;

Performs various personnel duties, including interviewing applicants for jobs, recommending promotions and pursuing disciplinary actions;

Supervises and performs preparation of plans, specifications and bid documents for in-house and contract projects;

Reviews qualifications and proposals, recommends selection and oversees consultants and contractors;

Supervises and assists in the preparation of application for all permits and approvals required from regulatory agencies and utilities;

Supervises and assists in the investigation of complaints and recommends action;

Supervises and assists in reviewing plans and maintaining files for development or special uses which require work/use permits or approvals from the Division;

Provides technical assistance to in-house construction forces;

Supervises and assists in the preparation of reports, studies, grant applications and  
planning documents;

May act as an expert witness;

Signs and affixes his/her seal to engineering documents;

May authorize the department's expenditures of budgeted funds when acting as head of  
the department or when delegated the authority to do so;

May act for the Commissioner of Public Works in his/her absence.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of advanced technical engineering physics and mathematics as related to civil engineering; thorough knowledge of design, construction, and maintenance methods and techniques as applied to highways, bridges, buildings, parks, landfill, transfer stations, airport and other public works projects; ability to make difficult, technical engineering calculations, compile engineering data, design engineering projects, and prepare engineering plans, specifications and bid documents; ability to meet and work with the public; skill in conducting engineering research work and in writing technical reports of such studies; ability to express oneself clearly and concisely, both orally and in writing; ability to exercise personal discretion and sound judgment; ability to plan and supervise the work of others; tact; leadership abilities; mental alertness; initiative; and integrity.

MINIMUM QUALIFICATIONS: Possession of a Professional Engineer's License issued by the New York State Education Department and four (4) years of practical civil engineering experience after having been issued a New York State Professional Engineer's License, at least two (2) years of which shall have involved supervisory duties.

*NOTE: Appropriate experience shall be in engineering dealing with design and construction of buildings, highways, bridges, waterworks, harbors, or other infrastructure projects.*

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Originated: May 23, 2006

Jurisdictional Class: Non-Competitive

Public Hearing: Yes

NYS Civil Service Commission Approval: Yes

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