

DEPUTY COMMISSIONER OF PUBLIC WORKS/FACILITIES & BRIDGES 285-D

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting the Commissioner of Public Works in the management and administration of major division operations programs, projects and daily activities in the building custodial and maintenance, grounds maintenance, bridge construction and maintenance, the Sullivan County International Airport and the office of Weights and Measures.

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 at the direction of the Commissioner of Public Works.*

Exercises immediate supervision of the construction and maintenance activities and general direction over the administrative activities of the division in the above listed Departments;

Gives operating instructions to the Airport Superintendent and supervisors;

Supervises the operation, construction, and maintenance of county bridges, buildings, airport, weights and measures, and public works projects as assigned;

Insures materials necessary for maintenance and construction activities are ordered and available when needed;

Performs Inspections and maintains records;

Prepares and submits progress reports and schedules work as needed;

Prepares cost estimates for maintenance projects;

Prepares technical specifications for materials and specialty services;

Assists in preparation of the Department budget as it relates to the various Departments listed above.

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

May act as head of the Department in the absences of the Commissioner of Public Works and the Deputy Commissioner of Public Works/Operations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of modern methods and theory of bridge, and building construction and maintenance; thorough knowledge of tools, terminology, equipment and safety precautions of construction and maintenance work; thorough knowledge of personnel practices, policies, and labor contracts; good knowledge of the principles of organization and management of a modern Public Works department; ability to coordinate diverse phases of complex bridge and building construction, and maintenance programs; ability to read plans and blueprints; demonstrated initiative and resourcefulness in solving complex bridge, building and operations problems; ability to express oneself clearly and concisely, both orally and in writing; ability to plan, organize and supervise the work of others; ability to motivate and secure the cooperation of others; ability to meet and work with the public; tact; good judgment; initiative; and integrity.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Bachelor's Degree in Engineering and four (4) years of experience in road, bridge and/or building construction and maintenance, two (2) years of which must have been in a supervisory capacity;

(A) Eight (8) years of experience in road, bridge and/or building construction and maintenance,
four (4) years of which must have been in a supervisory capacity;

(B) *SPECIAL REQUIREMENT FOR APPOINTMENT*: Possession of a valid driver's license is required at the time of appointment.

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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Originated: 9/13/2023

Jurisdictional Class: Competitive

Public Hearing:N/A

NYS Civil Service Commission Approval:N/A

Reviewed and placed in Classplan: 9/21/2023

Revised and Replaced in Classplan: 3/25/2025 (Edu)