

**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 Division of Public Works. The incumbent exercises immediate supervision of the construction and maintenance activities and general direction over the administrative activities of the division. This work requires detailed knowledge of the operation of the County Division of Public Works. 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 at the direction of the Commissioner of Public Works.*

Supervises the operation, construction and maintenance of county roads, landfill, and public works projects;

Gives operating instructions to Superintendents;

Meets with construction and maintenance supervisors to plan projects and schedules;

Assists in preparation of department budget;

Prepares administrative and work project reports and project estimates;

May interact with and assist other municipalities such as Towns and Villages as directed by the Commissioner;

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 modern methods and theory of road, 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 highway, bridge and building construction and maintenance programs; ability to read plans and blueprints; demonstrated initiative and resourcefulness in solving complex highway, 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; or

- (B) 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.

NOTE: A Professional Engineer's license in New York State is preferred but not required.

**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: 2/10/06

Jurisdictional Class: Non-Competitive

Public Hearing: Pending

NYS Civil Service Commission Approval: Pending

Replaces Deputy Commissioner of Public Works (Administrative and Operations)

Revised and placed in classplan on 2/10/06

Revised (title) and placed in classplan on 5/18/06 (Replaces Dep. Comm. Of Public Works)

Revised in classplan on 6/5/06

Moved and replaced 5/8/17

Revised and Replaced in Classplan: 1/30/2023

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