

DIRECTOR OF OPERATIONS

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory position involving responsibility for the efficient and economic use of men and materials in the construction and maintenance of roads, bridges, airports, parks and other public works projects. Work is performed under the general supervision of the Commissioner of Public Works. General instructions are received from the County Engineer with broad leeway permitted for planning and execution of specific projects. Direct supervision is exercised over the work of maintenance and construction supervisors.

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 County roads, bridges, airports, parks and other public works projects;
- Works closely with the engineering staff on various projects;
- Purchases materials not subject to bidding;
- Carries out the plans of the engineering staff coordinating men, materials and equipment;
- Negotiates truck rentals;
- Supervises the County-wide snow and ice control program;
- Interviews prospective employees;
- Requisitions materials for construction and maintenance work;
- Maintains records and submits reports, including cost reports, of project progress and activities;
- Assists in the preparation of the department's annual budget.

DIRECTOR OF OPERATIONS**Page 2****FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

TERISTICS: Thorough knowledge of modern methods and theory of road and bridge construction and maintenance; thorough knowledge of the tools, terminology, equipment and safety precautions of construction and maintenance work; ability to read rough sketches and blueprints; ability to plan and supervise the work of others; ability to follow complex written and oral directions; ability to keep records and make reports; mental alertness; good judgment; and dependability.

MINIMUM QUALIFICATIONS: Either:

- (A) Eight (8) years of experience in road and bridge construction and maintenance, two (2) of which must have been in a supervisory capacity; or
- (B) A Bachelor's Degree in Engineering and four (4) years of experience in road and/or bridge construction and maintenance, two (2) of which must have been in a supervisory capacity; or
- (C) An equivalent combination of training and experience as indicated in A and B above.

Y:\CLASPLAN\Director of Operations.doc
Last Reviewed: January 1, 1979
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A