

**DIRECTOR OF PUBLIC WORKS
(Village of Liberty)**

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the supervision of street construction and maintenance activities in a village. Incumbent will also be responsible for overseeing solid waste collection and disposal operations. Work is performed under the administrative direction in accordance with established policies and/or administrative procedures.

Wide leeway is given for the exercise of independent judgment in carrying out the responsibilities of the position. Supervision is exercised over all employees assigned to the Public Works Department.

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 inspects the construction, maintenance, cleaning, snow removal, and repair of
village streets;

Oversees the installation and repair of streets, sidewalks, and curbs;

Schedules and directs the maintenance and repair of streets department's automotive and
mechanical equipment;

Supervises the collection and removal of solid waste;

Plans and directs the cleaning, painting, and maintenance of road equipment and property;

Establishes and supervises an effective plan for removal of snow and clearing of streets and village
parking lots following storms;

Investigates and attempts to resolve complaints regarding public works department activities;

Reviews recommendations and reports of operations from subordinate personnel to determine and
set priorities for ongoing department activities;

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

Meets with regulatory 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;

Confers with the Village Manager, Mayor and/or Village Board on budgetary or other needs of the department;

Makes periodic reports to the governing individual or body concerning activities of the Public Works Department;

Assigns work to department staff and evaluates performance.

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

TERISTICS: Thorough knowledge of the principles, practices and equipment used in the construction and maintenance of streets and sidewalks; thorough knowledge of principles, practices and equipment used in the collection and removal of solid waste; 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

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technical data relating to public works activities; ability to establish and maintain effective working relationships with others; ability to work effectively with the 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) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Public Administration, Civil Engineering, Environmental Sciences, or a related field and two (2) years of responsible experience in public works, or street maintenance activities; or
- (B) Possession of a high school or equivalency diploma and six (6) years of progressively responsible experience in public works or street maintenance activities, one (1) year 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; or
- (D) An equivalent combination of training and experience as described in (A), (B) and (C) above.

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Last Reviewed: May 26, 1994

Jurisdictional Class: Non-Competitive

Public Hearing: Yes

NYS Civil Service Commission Approval: Yes