

## ASSISTANT COMMISSIONER - PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for directing and supervising the administration, operation, and coordination of major capital projects during planning and construction. The incumbent acts as liaison between the County, municipal officials, contractors, consultants, and other County departments on major capital projects. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Plans, coordinates, manages and controls major capital projects such as bridge replacements, road resurfacing, infrastructure improvements, and facility renovations;

Assists the Commissioner in the formulation of practices and procedures for capital projects with special environmental or municipal considerations;

Oversees the activities of the various consultants contracted to provide special expertise or services in the planning and implementation of major capital projects;

Participates in the development and implementation of project objectives and schedules to ensure timely completion and budget control;

Coordinates the activities of various agencies and departments involved with major capital projects;

Participates in regular reviews of on-going departmental projects and operations regarding their timely completion, budget control, and coordination with departmental or municipal operations;

Prepares proposals for grant applications and other special funding resources for capital projects and studies;

Ensures the appropriate and timely reporting of statistics, inspections, studies, and other documentation, as required;

Acts as a liaison consultant/contractor and the County/municipal officials and between municipal officials and the County on capital projects and departmental operations such as bridge repair or replacement, County road repair and maintenance, as well as other facility or infrastructure projects;

Attends job meetings and scheduling sessions with the engineer and contractors;

Continues community outreach programs to meet informational needs of the municipality and residents;

Provides professional advice and expertise regarding the administration and coordination requirements and impacts of proposed projects;

EXAMPLES OF WORK: (Cont'd)

Keeps abreast of trends and developments in the field by attending conferences and meetings of professional organizations, civic groups, municipal officials, and otherwise as directed by the Commissioner;

Acts as a representative of the Commissioner on departmental projects and issues, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of operational and administrative procedure and technique; thorough knowledge of the basis of the department's operations and administration; good knowledge of administrative control processes associated with budget and purchasing; good knowledge of principles of administrative supervision; ability to delegate responsibility effectively; ability to communicate effectively, both orally and in writing; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) A Bachelor's Degree\* and six years experience in an administrative or management position which included experience in contract management and in planning and financing major capital projects, four years of which included supervisory experience; or (b) ten years of experience in an administrative or management position, six years of which included experience in contract management and in planning and financing major capital projects for a public agency, four years of which were at a supervisory level; or (c) an equivalent combination of training and experience as defined by the limits of (a) and (b).

SUBSTITUTIONS: A Masters Degree\* in Public Administration may be substituted for one year of required experience. Satisfactory completion of a one-year Public Administration internship may be substituted for one year of experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.