

COMMISSIONER OF PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the County Executive, an incumbent of this position plans and directs the operations of the Department of Public Works. This department, through its various divisions Administration, Engineering, Operations, and Road Maintenance, is responsible for all County engineering and maintenance functions, as well as a providing engineering support services to various municipalities on an advisory basis. Duties and responsibilities require the incumbent to maintain important contacts both within and outside the organization on all matters pertaining to Public Works. Supervision is exercised over a large number of clerical, administrative, and labor personnel and licensed and unlicensed engineering personnel who comprise the staff of the Department of Public Works. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Formulates policy and broad program outlines for the department's operation and, as required, prepares reports on policies, programs and operations;

Develops policies, procedures and programs for the effective administration and operation of the Department of Public Works;

Directs staff in design and in preparation of contracts and in the supervision of construction of Capital Projects approved by the County and monitors the work of consultants;

Directs the letting of contracts and various bids received to make recommendations to the Board of Acquisition and Contract;

Directs and coordinates the planning, design, maintenance and construction of all engineering projects for the County, and in an advisory capacity, for various Westchester municipalities and New York State;

Directs the design, construction, repair and establishes a maintenance plan for all County roads and bridges;

Directs the design, construction, operation and maintenance of County owned buildings, and other structures and facilities under the responsibility of Public Works;

Directs the design, construction, actuation and repair of all sewers, sewage facilities, sewage disposal plants and water systems under the jurisdiction of the County;

Consults with officials of New York State and local municipalities on matters pertaining to Public Works (i.e. works programs, projects and policies);

Consults with other County department heads and officials on major problems of maintenance, operation and expansion of facilities and buildings;

Directs the preparation of the annual budgets for the Department of Public Works and directs the administration of the budgets;

EXAMPLES OF WORK: (Continued)

Addresses meetings of civic groups, municipal groups, public groups, special interest groups, etc. on matters pertaining to Public Works;

Directs the design and operation of the Countywide Solid Waste Management Program;

Assists the Committee on Public Works of the Board of Legislature in all respects and is a member of the Board of Acquisition and Contract;

Directs the administration of the capital and non-recurring construction budgets;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of civil engineering and a good knowledge of general engineering principles and practices with reference to highway construction, reconstruction and repair, building design and construction, maintenance and repair; thorough knowledge of administrative techniques and practices and to the relationships between contractors, public agencies and the general public; thorough knowledge of the theory and practice of budgeting and financial record keeping and personnel administrative control; ability to plan, lay out and direct the work of others effectively and to work cooperatively with related firms, agencies and personnel; ability to think analytically in the solution of administrative and engineering problems and to make and hold to decisions resulting therefrom; ability to meet, speak, and deal effectively with public officials, professional personnel and the general public; ability to get along well with others; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; resourcefulness; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid license and current registration as a Professional Engineer in New York State and a Bachelor's Degree* in engineering and twelve years of experience in the field of civil engineering which must have included seven years of experience primarily concerned with highway engineering or design and construction of buildings (experience in both above types of engineering design and construction is desirable).

SUBSTITUTION: A Master's Degree* in Civil Engineering may be substituted for two years of the above stated 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.

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J. C.: Unclassified†
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Job Class Code: E0027
Job Group: Flat Rate