

## COMMISSIONER OF PUBLIC WORKS AND TRANSPORTATION

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the County Executive, the incumbent of this position plans and directs the operations of the Department of Public Works and Transportation. The Commissioner who shall possess a Professional Engineer's license in the state of New York, directs the operations and short and long-range planning efforts for all county engineering and building service functions; transportation and bus operations, and Westchester County Airport functions including commercial, commuter and corporate aviation facilities. Operations are monitored through both direct and indirect supervision of subordinate executive and managerial staff, including licensed engineers; professional architects and planners, and facility maintenance personnel. The department's divisions include Administrative Services, Engineering; Facility Operations; Garage and Fleet Operations; Transportation and Bus Operations, and Road Maintenance. The Commissioner also directs the activities of the County-wide capital planning and procurement program. Essential and frequent contact is maintained with Federal, State and local officials on all substantive matters pertaining to the County's public works and transportation activities, to coordinate operations, in response to emergencies, and to ensure adherence to all Federal, State and municipal laws, rules and regulations. Engineering consultation and support services are also provided to various municipalities on an advisory basis, as needed. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Formulates policies, procedures and program outlines for the department's activities with the assistance of executive and managerial staff specializing in the various areas of the department's operations; directs activities through the administrative supervision of managerial and professional staff;

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, 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;

Directs and coordinates the daily operation of the transportation system, including the Westchester County Airport to include the administration and monitoring of contracts; monitors operations through subordinate executive and managerial staff to ensure compliance with contractual terms as well as all Federal, State and municipal laws, rules and regulations;

Directs the preparation of mandated fiscal; engineering; transportation planning, capital planning and facility operation reports, as well as a variety of other reports relating to departmental policies, programs and operations;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Develops long and short-range planning efforts through consultation with executive and managerial staff; monitors the implementation of planned projects and works to implement emergency response plans in accordance with the goals and objectives set forth by the County Executive;

Directs staff in the development and preparation of contracts and in the supervision of construction of approved capital improvement projects; ensures the work of contractors and consultants is thoroughly carried out in accordance with all County regulations and guidelines;

Directs the design, construction, and repair of all County roads and bridges; works with managers to establish and implement long and short-term maintenance programs and plans;

Develops emergency response plans for the department to include the evacuation of facilities and the planning of evacuation routes;

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 department's annual budget and monitors implementation of same;

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

Directs the design and operation of the County-wide 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.

FULL PERFORMANCE 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;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd.) ability to get along well with others; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; initiative; resourcefulness; good judgment; tact; physical condition commensurate with the demands of the position.

DESIRED TRAINING AND EXPERIENCE: A Bachelor's Degree\* in engineering and twelve years of experience in the field of 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).

SPECIAL REQUIREMENT: Possession of a current license to practice as a Professional Engineer in New York State.

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.