

DEPUTY COMMISSIONER OF PUBLIC WORKS AND TRANSPORTATION

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Commissioner of Public Works and Transportation, an incumbent of this class serves as a member of the Department's executive management team; responsible for overseeing the daily operations of the department, or larger segment thereof. The incumbent develops and implements strategic plans and procedural objectives to ensure the efficient management of assigned departmental operations and optimal use of staffing resources. Depending upon assignment, the incumbent supervises professional Engineering staff and/or over a large number of managers, professional and technical staff. This position does not act in the absence of the Commissioner of Public Works and Transportation, but has considerable latitude for exercising judgment in the execution of duties. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists the Commissioner and First Deputy Commissioner in the formulation of administrative and technical policies, plans, programs, etc.;

Develops and implements administrative, managerial and operational procedures, guidelines and strategies for assigned areas of the Department of Public Works and Transportation;

Reviews, evaluates and develops processes, procedures, and programs, making sure they effectively and efficiently achieve departmental goals and objectives;

Supervises the preparation of the annual Capital Budget, including presentations to executive and legislative staff;

Identifies operating implications of Capital projects and works with managers to integrate new projects successfully;

Assists in managing and coordinating all administrative functions for area under assignment, including personnel and payroll operations; annual budget preparation; contracts and grants; information technology systems; space planning, financial reporting, etc.;

Manages the regular evaluation of all infrastructure managed by the Department of Public Works and Transportation and coordinates the work of appropriate staff to ensure that all infrastructure is maintained efficiently and effectively;

Develops and maintains the standards, measures and benchmarks for the review of infrastructure, and develops action plans to correct deficiencies identified in facility evaluations;

Develops and implements management systems to evaluate the delivery of services and eliminate the duplication or overlap of functions;

Reviews and may approve processes, procedures and protocols for compliance with legal and regulatory requirements;

Functions as a liaison with other County departments, to resolve administrative and operational matters, including County Attorney, Finance, Budget, Information Technology, Human Resources, etc.;

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

Assesses the impact of a variety of issues on departmental operations and provides recommendations to the Commissioner;

Oversees and participates in the preparation of federal, state and local reports and documents regarding departmental operations;

Administers and directs, through subordinate supervisors, the Capital and Non-Recurring Repairs planning program; engineering support services, the traffic safety programs and asset management;

Coordinates the work of subordinate staff to plan and estimate budget costs for all County Capital and Non-Recurring Repair projects;

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

May perform other incidental tasks, as needed.

Develops policies, plans and programs regarding bus, rail, highway, aviation, pedestrian, and recreational transportation in Westchester County in furtherance of said goals and objectives;

Reviews projects, activities and procedures of the Planning, Fiscal and Operational Divisions of the Department and evaluates their effectiveness and progress towards implementing established Departmental objectives;

Monitors, reviews and evaluates the development and progress of proposals, budgets, alternative projects and programs prepared by consultant firms in the development of both the Comprehensive Transportation Plan and Marketing Program to insure conformity with County objectives;

Prepares recommendations for priority action, project implementation and funding consideration;

Serves as the Commissioner's designated representative on the Board of Acquisition and Contract, and has authority to act for and behalf of the Commissioner on all matters relating thereto;

Maintains liaison between the department and private bus companies, the metropolitan Transportation Authority and Conrail; Federal, Regional, State, County and local officials and agencies; the Westchester County Transportation Board; interested citizens, groups and committees regarding the planning, financing and implementing of transportation policies, programs and services;

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

Manages the administration of the Department including the supervision, recruitment and interviewing of professional, technical and clerical personnel;

Conducts or supervises the preparation of specialized or confidential inquiries and reports;

Supervises the preparation of both the Department's operating and capital budgets for approval of the Commissioner;

Attends meetings, conferences and seminars relating to transportation operations and administration;

Uses word processing, calendar, email and database software in performing work assignments;

May perform incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of organizational, managerial, administrative practices and procedures; thorough knowledge of engineering principles and practices with particular reference to the operation and repair of structures, highways and public works facilities; thorough knowledge of facilities management, construction and maintenance; thorough knowledge of the principles and practices of public administration including budgeting, financial planning and personnel management; ability to recognize implications and applications of organizational and management principles in the analysis of problem areas; ability to identify, recognize and develop solutions to management and organizational problems; ability to plan, organize and supervise the work of others; ability to present ideas clearly and effectively, both orally and in writing; ability to prepare and evaluate comprehensive reports; ability to establish and maintain effective working relationships; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; integrity; reliability; tact; resourcefulness; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Civil Engineering, Construction Engineering or Mechanical Engineering, Facilities Management or a related field and four years of experience post certification as a Professional Engineer in the planning, design, engineering or construction and maintenance of building facilities and/or building systems, two years of which must have been in a managerial capacity and one year of which must have involved capital planning experience of projects in excess of \$1M.

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

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized 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.: Non-Competitive†
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Job Class Code: E0928
Job Group: XVII