

DIRECTOR OF ENGINEERING - PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Public Works, the incumbent is responsible for directing and managing the administration, operation, and coordination of major capital projects during the planning and construction phases. The incumbent acts as liaison between the County, municipal officials, contractors, consultants, engineers 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;

Oversees the work 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 insure timely completion and cost 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;

Insures the appropriate and timely reporting of statistics, inspections, regulatory compliance's, studies, and other documentation as required;

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

Consults with the Commissioner to evaluate proposed capital projects and to formulate practices and procedures for the implementation of approved projects with special attention to environmental or municipal considerations;

Keeps abreast of project progress and operating costs by analyzing field reports, accounting and payroll statements and makes recommendations for cost savings and greater efficiency;

EXAMPLES OF WORK: (Continue)

Acts as a liaison between the consultant/contractor and the County/municipal officials;

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

Coordinates community outreach programs to meet information needs of municipality and residents;

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

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

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of public administrative and operational processes, techniques and procedures in the planning and implementation of major capital projects; thorough knowledge of administrative reporting and control processes associated with budget, personnel and purchasing; good knowledge of the 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: A Bachelors Degree* and six years of experience in professional public administration/management experience, two of which included planning and financing major capital projects and two years of supervisory responsibility.

SUBSTITUTION: Satisfactory completion of 30 credits toward a Masters Degree* in business or Public Administration may be substituted for each year of required public administration experience. Satisfactory completion of a one-year Public Administration internship may be substituted for one year of public administration 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.