

ASSISTANT COMMISSIONER OF PUBLIC WORKS
(Town of New Castle, Town/Village of Mount Kisco)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Public Works or a higher level administrator, the incumbent of this position is responsible for overseeing the daily operations, general business management and/or contract administration of public works divisions to which he/she is assigned, which may include recycling, water distribution, solid waste, and sewer operations. Responsibility involves the oversight of daily operations including municipal employees, establishment of maintenance schedules, sale of recycled materials and the coordination of division activities. Water production and refuse collection activities are contracted services and involve contract administration, general oversight of operations, and monitoring of daily workflow. This position has contact with municipal officials and employees; municipal boards, vendors, and the general public. Supervision is exercised over municipal employees involved in assigned public works functions and indirectly over contract vendors through contract administration. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Oversees and monitors operations of the municipality's recycling center ensuring the accuracy of tipping fees, and the accuracy of receipts and billing for materials sold (i.e., scrap metal, compost, etc.);

Ensures that roadside and downtown litter control functions are maintained;

Oversees the water distribution operations establishing valve and line maintenance schedules;

Oversees the municipal sewer system by establishing maintenance schedules for valves and pumps;

Oversees the expansion of the municipal sewer system;

Administers municipal agreements regarding the operation of a water filtration plant and refuse collection;

Oversees daily workflow of contracted services to ensure compliance with municipal/vendor agreements;

Reviews divisional payrolls, leave requests, staff training, and handles personnel matters;

Coordinates with other public works divisions to ensure proper staffing levels for assignments;

Receives, investigates and replies to oral/written complaints from the Town/Village Board and/or the public regarding assigned service divisions;

EXAMPLES OF WORK: (Illustrative Only) (continued)

Assists the Commissioner/Administrator in the preparation of bids and specifications, analyzes all bids received and prepares recommendations for the award of contracts for the supplying of items or materials used by assigned service divisions;

Represents, coordinates and promotes a public relations and educational; programs for the municipal recycling program, water treatment or other public works programs;

Confers with department heads, administrators, and other municipal employees on interdepartmental matters;

Keeps records and makes reports to Solid Waste Advisory Board, the Town Board and/or any regulatory agencies;

May prepare or review departmental payrolls;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles, practices, tools, equipment, and terminology used in the operation, maintenance and repair of a water treatment and distribution systems and sanitary sewer systems; good knowledge of the concepts of contract management, administration and enforcement as they apply to public works services contracts; knowledge of the practices and resources required to operate an effective recycling and solid waste program; ability to plan and supervise the work of others; ability to obtain and analyze facts and exercise sound judgment in arriving at conclusions; ability to establish and maintain effective working relationships with employees, other Town officials, contract vendors and the general public; ability to establish a cooperative working relationship with contract vendors; ability to keep records and make reports; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; initiative and resourcefulness; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) an Associate's Degree* in Environmental Science, Civil Engineering, or other closely related field and three (3) years of supervisory experience in one or more of the following fields: water works operations/maintenance, sanitary sewer systems, sanitation, recycling, or refuse collection; or: (b) a Bachelor's Degree* in Environmental Science, Civil Engineering, or other closely related field and one (1) year of supervisory experience as described in (a) above.

SUBSTITUTION: A Bachelor's or Master's Degree* in Public Administration with a one (1) year internship assigned to a municipal public works division or divisions may be substituted for the requirement in (b) above.

*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 Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: If assigned water distribution responsibilities, the incumbent must possess an appropriate certificate issued under the provisions of the New York State Sanitary Code to operate a water distribution system, within one year of appointment. The appointing authority is responsible for ensuring the candidate meets these requirements.