

COMMISSIONER OF PUBLIC WORKS  
(Town of Bedford)

GENERAL STATEMENT OF DUTIES: Plans and directs the operations of the Public Works Department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This position exercises broad administrative and managerial responsibilities in directing all activities of the public works department. The Commissioner of Public Works is responsible for organizing, directing and coordinating the activities of several bureaus comprising the public works department. The bureaus may include water or water and sewer, highways, street lighting, and recycling. The Commissioner is responsible for determining major departmental policies, for planning long term programs and for making difficult technical decisions and is vested with the authority to appoint and remove department employees. The Commissioner delegates considerable authority for the performance of technical and administrative activities and the major emphasis in his work is upon overall administration and coordination. Through bureau heads, direction is given to a large staff of professional, technical, skilled and unskilled workers and clerical employees. Work is performed under general direction of the Town Supervisor.

EXAMPLES OF WORK: (Illustrative Only)

Confers with and advises bureau heads on problems relating to the design, construction and maintenance of streets, sewers and other public works structures, the cleaning of streets and highways, the disposal of waste, recycling, street lighting and traffic signs;

Reviews plans, technical engineering reports, budget estimates and proposed ordinances and regulations submitted by bureau heads;

Inspects field operations to determine whether the work is being done in a satisfactory manner and recommends any necessary improvements to insure efficiency in each bureau;

Supervises the preparation of specifications for bids for materials and equipment, advertising of same and final recommendation to Town Board for awarding of successful low bidder;

Confers with the Town Board on matters concerning major departmental activities, and furnishes advice on public works problems to town officials, governing boards and taxpayers;

Directs the preparation of budgets and presents budgets to the Town Board;

Confers with representatives of federal, state and local agencies on varied public works problems and engineering activities and prepares memoranda and conducts correspondence relevant to activities of the department;

Speaks before professional and civic organizations on varied phases of public works programs;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of the modern principles and practices of administration as applied to the design, construction and maintenance of highways, sewers, and other public works facilities; thorough knowledge of the principles and practices of management and administration as applied to the development and oversight of municipal public works; thorough knowledge of the materials, methods and techniques utilized in the construction and maintenance of streets, highways, sewers, and recycling facilities; ability to organize, direct and coordinate the activities of several bureaus of a large public works department; ability to develop long-term plans and programs and to make decisions on matters of major policy and on complex technical and administrative problems; ability to establish and maintain satisfactory relationships with other officials, employees and the general public; ability to express ideas on technical subjects clearly and concisely, orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) high school graduation or possession of a high school equivalency diploma and ten years of managerial or administrative experience, including four (4) years of supervisory experience over public works type projects which must have included equipment and materials management and the control of budgets; or (b) a Bachelor's degree in engineering and six years of experience as specified above, including the four (4) years of specialized experience as stated above; or (c) a satisfactory equivalent combination of the foregoing training and experience.