

COMMISSIONER OF PUBLIC WORKS
(Village of Croton)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Village Manager, the Commissioner of Public Works is responsible for organizing, directing and coordinating the operations and activities of several divisions comprising the department. The incumbent exercises broad managerial and administrative authority in directing all activities of the Department of Public Works. These include equipment maintenance, parks and building maintenance, highways and street lighting, sanitation and water. The Commissioner is responsible for determining major departmental policies, planning long-term projects and administering programs. The Commissioner delegates authority for the performance of technical and administrative activities and the overall major emphasis of his work is administration and coordination. Through division heads, direction is given to a large staff of professional, technical, skilled and unskilled workers. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs, confers with and advises division heads on all activities relating to the public works department including the water supply and distribution system, sewer system, storm water system, highways and roads, snow removal, leaf removal, street lighting, sanitation, recycling, traffic, equipment, parks maintenance, and buildings and facilities;

Plans, manages, oversees and coordinates public works projects, which includes preparation of request for proposals on engineering design work, preparation of bids and specifications, review of proposals and bids, review of plans, technical engineering reports, budget estimates, and field operations;

Supervises the division heads for all areas of the Public Works Department;

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

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

Works with the Village Manager to coordinate and plan for public works capital projects;

Prepares the annual Department of Public Works operating and capital budget and monitors expenditures on an ongoing basis;

Responsible for approving and signing off on all plan specifications and designs;

Acts as personnel director of the department; interviews and hires new employees subject to the approval of the Village Manager;

EXAMPLES OF WORK (Cont'd.)

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

Coordinates the activities of the department with the work of other municipal departments and outside agencies including but not limited to NYS DOT, Westchester County Public Works and DOT, Verizon, and Con Edison;

Develops and recommends to the Village Manager alternate programs in order to prevent and solve problems relating to the administration of the Department of Public Works;

Supervises the preparation of specifications for bids and other purchases for materials and equipment, in accordance with the Village's procurement policy;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the modern principles and practices of management and administration; good knowledge of the design, construction and maintenance of highways, buildings, parks, street lighting, and waste disposal; ability to organize, direct and coordinate the activities of several divisions 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 administrative problems; knowledge of labor contract administration and negotiations; ability to establish and maintain satisfactory relationships with other Town/Village officials, employees and the general public; ability to express ideas on 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 in performing work assignments; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; tact, resourcefulness, integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Engineering, Engineering Technology, Architecture, or a closely related field and six (6) years of management and administration experience, including or supplemented by four (4) years of supervisory experience over public works type projects which must have included equipment and materials management and the control of budgets.

SPECIAL REQUIREMENT: Possession of a Professional Engineer's License issued by New York State at time of appointment.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating 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 Department of Education as a post-secondary, degree-granting institution.