

## COMMISSIONER OF PUBLIC WORKS

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 professional engineering 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, engineering, highways, street lighting, sanitation, recycling, radio communications and traffic. 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, Town Administrator or Village Manager, as appropriate.

### 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**, and the maintenance of radio communications, 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 /Village Board for awarding of successful low bidder;

Confers with the Town/Village Council 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/Village 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.

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 civil engineering as applied to the development and management of municipal public works; thorough knowledge of the materials, methods and techniques utilized in the construction and maintenance of streets, highways, parks, sewers, communication and refuse disposal 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; physical condition commensurate with the duties of the position.

SUGGESTED ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) high school graduation and ten years of progressively responsible experience in the field of engineering at least two years of which were in an administrative capacity overseeing various municipal public works programs, such as construction and maintenance of roads, sewers and other public works activities; or (b) a Bachelor's degree in engineering and six years of experience as specified above, including the two years of specialized experience as stated above; or (c) a satisfactory equivalent combination of the foregoing training and experience.

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

Town of New Castle

Town of Greenburgh

J. C.: Unclassified

Town/Village of Mount Kisco, Town of Bedford

J.C.: Competitive

Job Class Code: 0350