

DEPUTY COMMISSIONER OF PUBLIC WORKS  
(Town/Village of Harrison)

GENERAL STATEMENT OF DUTIES: Assists in planning and directing the operations of the Department of Public Works; does relate work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Public Works, the incumbent of this position is responsible for assisting in broad managerial and administrative work in directing all activities of the Department of Public Works. The Department includes the divisions of Sanitation, Highway, General Town Buildings, Parks Maintenance and Fleet Management/Central Garage. The incumbent of this position functions as the on-site public works administrator, determining manpower levels, resource allocation, work priorities and providing technical expertise in the application of public works practices and worker safety issues. Work is reviewed through conferences with the Commissioner and conforms to policies established by the Commissioner and the Town/Village governing body. Supervision is exercised over division heads, skilled and non-skilled public works employees.

EXAMPLES OF WORK:

Inspects field operations of the various divisions to ensure that work is being done efficiently and in accordance with standard operation and safety procedures of the Department;

Prepares technical studies and reports, cost estimates and comparisons on various phases of the work of the Departments as well as associated and associated and proposed projects;

Reviews time sheets, organizes and approves overtime (in compliance with labor contracts), and approves vacation requests for division managers;

Conducts disciplinary meetings and makes recommendations to the Commissioner and assists with higher levels of disciplinary action;

Conducts safety briefings, makes presentations and/or offers safety training to employees;

Implements departmental safety programs and assists Commissioner in development of new safety policies and procedures;

Reviews accidents and incidents for safety considerations and makes recommendations and implements methods to improve safety risks;

Authorizes and purchases materials and supplies within established guidelines;

Troubleshoots problems that arise in the field and resolves those issues, i.e., tree removal, street openings, emergency response – trees down, snow removal, water main breaks, etc.;

Assists the Commissioner in preparing the departmental budget;

EXAMPLES OF WORK (Illustrative Only) (Continued)

Receives, investigates and replies to correspondence received from the Town Board and/or residents and assists the Commissioner in writing memorandums and recommendations to the Board;

Prepares bids and specifications, analyzes bids received and prepares recommendations to the Commissioner;

Interviews vendors and suppliers and evaluates products and services offered;

Administers labor contracts including recommendations for staff changes, promotions and disciplinary measures;

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

Acts for the Commissioner in his/her absence.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of management and administration; good knowledge of construction methods, materials and equipment as applied to municipal public works; good knowledge of the principles and practices of construction and maintenance of municipal facilities and public works projects; knowledge of labor contract administration; skill in managing employees covered under various labor contracts; ability to organize, direct and coordinate varied and numerous public works projects; ability to effectively supervise a variety of managerial, skilled and unskilled employees engaged in public works activities; ability to establish and maintain effective working relationships with employees, Town officials and the general public; ability to express ideas on technical subjects clearly and concisely, both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; tact; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school graduation or possession of a high school equivalency diploma and either: a) nine (9) years of supervisory experience over public works type projects which must have included equipment and materials management, control of budgets, or project cost estimating; or b) graduation from a recognized college or university with a Bachelor's Degree and five (5) years of supervisory experience over public works type projects which must have included equipment and materials management; control of budgets or project cost estimating; or c) a Master's Degree and four (4) years of supervisory experience over public works type projects which must have included equipment and materials management, control of budgets, and/or project cost estimating.