

## DEPUTY COMMISSIONER OF PUBLIC WORKS

GENERAL STATEMENT OF DUTIES: Under the general direction of the Commissioner of Public Works, supervises the operations of the Bureaus of Water and Sewer, Sanitation and Radio Communications, and assists the Commissioner in the overall operations of the department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is advanced civil engineering work involving professional assistance to the Commissioner of Public Works for the overall direction and supervision of various departmental and technical duties in the field and office which necessitate the application of professional engineering principles and a knowledge of public works administrative practices and techniques. Work is reviewed through conferences with the Commissioner and conforms to policies established by the Commissioner and the Town governing body.

### EXAMPLES OF WORK: (Illustrative Only)

Prepares engineering studies, cost estimates and comparisons on various phases of the work of the department as well as associated and proposed projects;

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

Acts as Personnel Director for the various Bureaus of the Department of Public Works; interviews and hires new employees; checks overtime reports and verifies payrolls;

Signs for final departmental approval, all vouchers covering the expenditures of the department;

Assists the Commissioner of Public Works in preparing the budget for the department;

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

Prepares bids and specifications, analyzes all bids received and prepares recommendations to the Commissioner for the award of contracts for the supplying of all items of material used by the department and for the purchase of all trucks and other equipment;

Interviews and evaluates the products of all vendors and suppliers contacting the Commissioner's office;

Acts for the Commissioner in his/her absence.

DESIRABLE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of civil engineering as applied to the development, construction and maintenance of engineering projects; thorough knowledge of construction methods, materials and equipment as applied to municipal public works; ability to organize, direct and coordinate varied and numerous public works projects; ability to effectively supervise a variety of technical and skilled field and office employees engaged in public works activities; ability to establish and maintain effective working relationships with employees, other Town officials and the general public; ability to express ideas on technical subjects clearly and concisely, both orally and in writing; physical condition commensurate with the duties of the position.

SUGGESTED MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Three years of progressively responsible experience in the field of engineering and graduation from an engineering college registered by the University of the State of New York; or several years of progressively responsible experience in the field of civil engineering and graduation from a standard 4 year high school; or any equivalent combination of training and experience sufficient to indicate ability to do the work.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION: Eligibility for a professional engineer's license issued by the State of New York.