

ASSISTANT TO THE COMMISSIONER OF PUBLIC WORKS
(Town of New Castle)

GENERAL STATEMENT OF DUTIES: Provides administrative and analytical assistance within the Department of Public Works; does relate work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Commissioner of Public Works, the incumbent of this position assists with administrative work relative to municipal public works operations; conducts regular analysis and monitoring of information and operational activities; makes recommendations or reports trends requiring the attention of the Commissioner of Public Works. The work is carried out with considerable latitude for the exercise of independent judgment. Supervision may be an aspect of this position.

EXAMPLES OF WORK: (Illustrative Only)

Relieves the Commissioner of Public Works of administrative work that relates to various municipal operations; i.e., fuel usage monitoring, payroll oversight, equipment repairs; parts inventory monitoring, etc.

Gathers data to assist the commissioner to better evaluate budget issues and departmental needs;

Researches various subjects/issues to provide Commissioner of Public Works with information for decision-making;

Assists in developing, coordinating, and evaluating the need for purchase and replacement of vehicles, equipment and supplies based on departmental needs and budgetary constraints;

Assists the Commissioner of Public Works by conferring with departments, administrators and other municipal employees on interdepartmental matters;

Researches and investigates "green" alternatives to traditional daily operations;

Researches and presents purchasing alternatives including State, County and private sector options;

Prepares bid documents for approval;

Acts as resource for public works departmental IT matters;

May meet with private vendors to research possible vehicle and equipment purchases;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of automotive parts, inventory control and automotive/equipment maintenance/repair; good knowledge of the concepts and techniques of municipal operational planning; knowledge of purchasing methods and procedures; familiarity with current studies and laws governing governmental purchasing; ability to present data, reports and comments clearly and concisely in either oral or written form; ability to obtain and analyze data and exercise sound judgment in arriving at conclusions; ability to establish and maintain effective working relationships with employees, Town officials and contract vendors; ability to interpret and make clear and accurate analysis of facts, figures and processes; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; resourcefulness, reliability; sound technical judgment; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) five years of fleet management experience or public works experience performing and/or supervising automotive and heavy equipment repairs, ordering/purchasing of automotive parts/supplies, or maintaining automated (computerized) public works or fleet management records (i.e., fuel consumption, vehicle maintenance/repair records, etc.), or (b) an Associate's Degree and three years of experience as in (a) above; or (c) a Bachelor's Degree and one year of experience as in (a) above; or (d) a satisfactory equivalent combination of the foregoing training and experience.

Special Requirement: Possession of a valid driver's license to operate automotive equipment in New York State.