



**DUTCHESS COUNTY  
CLASS SPECIFICATION**

**Deputy Commissioner of Public  
Works**

DATE ADOPTED: 1/1/80

LAST REVISION: 5/7/26

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**DISTINGUISHING FEATURES OF THE CLASS:**

This is a high level management position involving responsibility for the direction of various assigned divisions and administrative activities in the Department of Public Works. The work is carried out with great independence and may involve technical and administrative duties in the direction of highway operations, road and bridge design and construction, snow and ice control activities, building maintenance, construction and demolition, parks operations, airport operations, and public transit system operations. In addition, the incumbent acts for and in the place of the Commissioner of Public Works when the Commissioner is unavailable. Work is performed under the general direction of the Commissioner of Public Works with whom the incumbent consults on the implementation of departmental policies, operational priorities and schedules, and personnel matters. General supervision is exercised over management and supervisory positions within the department.

**TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Directly oversees and manages various divisions of the department, at the delegation discretion of the Commissioner.
2. Supervises and prepares technical reports and recommendations concerning construction and maintenance projects for the Commissioner of Public Works;
3. Develops cost analysis and control procedures for key phases of construction and maintenance operations, including utilization of personnel, equipment and materials;
4. Supervises the proper allocation of costs and develops exploratory budgets, annual reports and quarterly allocations;
5. Supervises and confers with construction and maintenance supervisory level personnel to define their areas of work, utilization of men and equipment, and appropriate time tables;
6. Inspects major construction, demolition and maintenance/repair projects;
7. Consults with the Commissioner to determine work priorities and operational policies and provides information on all major developments;
8. Interviews and assigns professional, maintenance, and operating personnel, and provides in- service training sessions and group seminars for all such employees;
9. May interview vendors and keeps abreast of developments in construction and maintenance materials;
10. Supervises the ordering of materials needed according to approved plans;
11. Provides technical counsel for capital projects;
12. Conducts and supervises research for legal claims presented against the County;
13. Develops and recommends to the Commissioner policies and procedures for effective administration and budgetary controls for the department as a whole;
14. Executes special assignments as directed;
15. Performs the duties of the Commissioner of Public Works when the Commissioner is unavailable;
16. Assists the Commissioner with personnel matters (hiring, firing, discipline, promotions, etc.).

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of engineering and/or architectural principles and practices related to highways, bridges, buildings, parks, airport, and public transit design, construction, operations and maintenance, depending on assignment;



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Good knowledge of the theory and practices of budgeting, time-study, cost analysis, financial record keeping, personnel administration, supervision and administrative controls;  
 Ability to plan and direct the work of others;  
 Ability to instruct employees in work methods;  
 Ability to understand and follow applicable New York State, federal and local laws; Ability to speak effectively before public groups;  
 Personal characteristics necessary to perform the duties of the position;  
 Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- EITHER: (A) Bachelors degree in construction management, engineering, architecture, public administration, parks and recreation, airport operations, or a related field and eight (8) years of architectural, engineering, construction management or government public works experience involving buildings, parks, airport, transit or highway-related construction and maintenance, four (4) years of which were at a managerial level;
- OR: (B) Associates degree in construction management, engineering, architecture, public administration, parks and recreation, airport operations, or a related field and ten (10) years of experience listed above, four (4) years of which were at a managerial level;
- OR: (C) Graduation from high school or possession of a New York State equivalency Diploma plus twelve (12) years of experience as described above, four (4) years of which were at a managerial level;
- OR: (D) An equivalent combination of education, training, and experience between the limits of (A) and (C) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

Managerial level work includes operations oversight, project administration and compliance, developing and implementing policies, and personnel administration including but not limited to workforce supervision, hiring/firing, and employee performance reviews.

**SPECIAL REQUIREMENTS:**

Possession of a valid New York State driver license at time of appointment and to maintain position.

**OFFICIAL USE ONLY:**

COUNTY BARGAINING UNIT: M/C	JURISDICTIONAL CLASSIFICATION: Non-Competitive PI
COUNTY GRADE: MH	COUNTY FLSA Code: Exempt
REVISION HISTORY: 1/1/80 12/14/83 10/13/16 5/7/26	