

COMMISSIONER OF PUBLIC WORKS
(unclassified title – for general guidelines only)

DISTINGUISHING FEATURES OF THE CLASS:

Under the general direction of the County Executive, plans and directs the operation of the Department of Public Works, which includes highways, buildings, parks, the auto center and the airport. Important contacts are encountered both within and outside the organization on all matters pertaining to Public Works. Supervision is exercised over a large number of clerical, administrative, labor group and professional personnel which comprise the staff of the Department of Public Works.

TYPICAL WORK ACTIVITIES:

1. Directs the planning, designing, maintenance and construction of all engineering projects for the County and in an advisory capacity for Dutchess Municipalities and the State;
2. Directs the design, construction, repair and maintenance of all County roads and bridges;
3. Directs the design and construction of County owned buildings, sewers, water systems, light systems and other structures in the nature of Public Works;
4. Formulates policy and broad program outlines for the department's operation;
5. Coordinates public works problems, projects and policies throughout the County;
6. Consults with officials of New York State and local municipalities on matters pertaining to Public Works;
7. Consults with other County Department heads and officials in major problems of maintenance, operation and expansion of facilities and buildings;
8. Prepares the annual budget and handles any departmental problems arising out of budget execution, personnel administration or purchasing;
9. Addresses meetings of civic groups, municipal groups, etc. on matters pertaining to Public Works.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of civil engineering principles and practices with reference to highway construction, reconstruction and repair, building construction maintenance and repair; thorough knowledge of administrative techniques and practices and the relationships between contractors, public agencies and the general public; thorough knowledge of the theory and practice of budgeting and financial record keeping, personnel administration, supervision, and administrative control; ability to plan, lay out and direct the work of others effectively and to work cooperatively with related firms, agencies and personnel; ability to think analytically in the solution of administrative and engineering problems and to make and hold to decisions resulting there from; ability to meet, speak, and deal effectively with public officials, professional personnel and the general public; initiative; resourcefulness; good judgment; tact; physical condition commensurate with the demands of the position.

COMMISSIONER OF PUBLIC WORKS (Cont'd)

DESIRED QUALIFICATIONS:

Graduation from a recognized college or university with a Bachelor's or Master's Degree in civil engineering, construction project management, architecture, or a similar field and 10 years of supervisory or administrative level experience deemed appropriate to oversee the Department of Public works.

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