

DEPUTY COMMISSIONER OF PUBLIC WORKS

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 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. 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. Supervises and prepares technical reports and recommendations concerning construction and maintenance projects for the Commissioner of Public Works;
2. Develops cost analysis and control procedures for key phases of construction and maintenance operations, including utilization of personnel, equipment and materials;
3. Supervises the proper allocation of costs and develops exploratory budgets, annual reports and quarterly allocations;
4. 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;
5. Regularly inspects major construction, demolition and maintenance/repair projects;
6. Consults with the Commissioner to determine work priorities and operational policies and provides information on all major developments;
7. Interviews and assigns professional, maintenance, and operating personnel, and provides in-service training sessions and group seminars for all such employees;
8. Interviews vendors and keeps abreast of developments in construction and maintenance materials;
9. Supervises the ordering of materials needed according to approved plans;
10. Provides technical counsel for capital projects;
11. Conducts and supervises research for legal claims presented against the County;
12. Develops and recommends to the Commissioner policies and procedures for effective administration and budgetary controls for the department as a whole;
13. Executes special assignments as directed;
14. Performs the duties of the Commissioner of Public works when the Commissioner is unavailable.

DEPUTY COMMISSIONER OF PUBLIC WORKS (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

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;
Good knowledge of the theory and practices of budgeting, time-study, cost analysis, financial record keeping, personnel administration, supervision and administrative controls;
Good knowledge of soil mechanics and engineering geology;
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) Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's degree in construction management, engineering, architecture or a related field and six (6) years of architectural, engineering or construction management experience involving buildings, parks, airport or highway-related construction and maintenance, two (2) years of which were at a managerial level;
- OR: (B) Graduation from a regionally accredited or New York State recognized college or university with an Associate's degree in construction management, engineering, architecture or a related field and nine (9) years of experience as described above, two (2) years of which were at a managerial level;
- OR: (D) An equivalent combination of training and experience between the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

- (1) Possession of a valid New York State driver license at time of appointment and to maintain position.
- (2) Depending on assignment, possession of a NYS professional license in Architecture, Landscape Architecture, or Engineering at time of appointment and to maintain position.

ADOPTED: 01/01/80 REVISED: 12/14/83 10/13/16