

ASSISTANT PUBLIC WORKS COMMISSIONER

DISTINGUISHING FEATURES OF THE CLASS: This is a management position that oversees the County highway system, Solid Waste Management Center (SWMC) including compost, refuse transfer and recycling system, design, management, and construction. The maintenance of high standards of quality assurance and control is a significant element of the position. The incumbent is responsible for the efficient utilization of public works staff, consultants, contractors, materials, and equipment in coordinating the planning, inspection, design, engineering, surveying, construction, and maintenance of county highways, SWMC, buildings and bridges. The position involves a great deal of contact with design/engineering consultants, contractors, state and federal regulators, highway officials and funders, vendors, and members of the public. The project coordination and public communication components of this job require the employee to be an efficient and effective communicator. The work is under the general supervision of the Commissioner of Public Works with a high level of autonomy and independent judgment exercised in the planning and methods of activities within established policies. Assists in the supervision of all employees and activities of the department. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Plans and directs the maintenance and repair of the existing highway system and the design and construction of new roads and bridges; Assists with overseeing engineering designs for new roads and bridges; Studies need for improvement of County highway system, and advancements in methods, and techniques of maintaining roads and bridges; Formulates plans for snow removal and ice control.

SWMC ACTIVITIES: Assists in the planning and directing the operations of the County SWMC in the disposition and disposal of a variety of solid waste in accordance with regulations established by the New York State Department of Environmental Conservation; Plans the methods of landfill development and utilization; Consults and works with the New York State Department of Environmental Conservation concerning funding requirements, compliance problems, and program development; May act as a liaison between consulting engineer and County and town officials; May make presentations to town and other public officials and groups interested in the County solid waste program.

GENERAL ADMINISTRATIVE ACTIVITIES: Makes recommendations to the Board of Supervisors related to projects, direction and policies of the department; Reviews the progress of department projects through on-site review and meeting with subordinates; Prepares and/or approves specifications for the purchase of equipment and materials; Reviews engineering plans and makes recommendations relative to contracting with private firms as necessary; Directs the preparation of department activity and financial records and reports; Prepares tentative departmental budget and oversees the expenditure of funds; Directs the maintenance and repair of department equipment.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and methods of planning and directing a comprehensive highway maintenance, construction, and repair program; Thorough knowledge of bridge construction, maintenance and repairs; Thorough knowledge of principles and techniques of administrative supervision; Good knowledge of the principles, practices, methods, and equipment employed in solid waste, composting, recycling and landfill disposal operations, including land filling methods, drainage methods, cover methods, and compaction methods; Good knowledge of engineering specifications, estimates, and contracts; Good knowledge of State, Federal, and local rules and regulations applicable to public works functions supervised; Ability to review complex engineering plans and specifications for equipment and materials; Ability to secure the cooperation of others; initiative; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in civil, mechanical or environmental engineering, environmental, business or public administration or related field **AND** six years full time paid broadly based management or supervisory experience in the design and/or construction of civil works projects, and/or building projects and/or heavy highway projects, two years of which must have been in a management or supervisory capacity.
- B. Graduation from a regionally accredited or New York State registered college or university with an Associates degree in civil, mechanical or environmental engineering, environmental, business or public administration or related field **AND** eight years full time paid broadly based management or supervisory experience in the design and/or construction of civil works projects, and/or building projects and/or heavy highway projects, four years of which must have been in a management or supervisory capacity.
- C. Graduation from high school **AND** ten years full time paid broadly based management or supervisory experience in the design and/or construction of civil works projects, and/or building projects and/or heavy highway projects, four years of which must have been in a management or supervisory capacity.

SPECIAL REQUIREMENTS: The successful candidate must possess a valid New York State class D drivers license at the time of appointment and maintain such license for the duration of employment.

Adopted 10/25/22