

COMMISSIONER OF PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS: This is important administrative and technical work involving responsibility for directing all activities of the Delaware County Public Works Department. The incumbent oversees the County highway system, County solid waste management center (SWMC) and refuse transfer and recycling system, and such other public works activities as may be assigned by the Board of Supervisors. The incumbent possesses all of the powers and duties as prescribed by law of a County Highway Superintendent. The work is performed under the administrative direction of the Board of Supervisors and in accordance with State regulations. Supervision is exercised over all employees and activities of the department. Does related work 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; Oversees 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: Plans and directs the operation 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; Acts 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 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.

SUGGESTED MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from a regionally accredited or New York State registered college or university with a master's degree in civil, mechanical or environmental engineering, environmental, business or public administration or related field and six years of full-time paid or part-time paid equivalent experience of management responsibility which included budget, contract administration, administrative work, public infrastructure construction project management, and two years which shall have been in a supervisory capacity; OR
- B. 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 eight years of full-time paid or part-time paid equivalent experience of management responsibility which included budget, contract administration, administrative work, public infrastructure construction project management, and four years which shall have been in a supervisory capacity; OR
- C. Graduation from a regionally accredited or New York State registered college or university with an associate's degree in civil, mechanical, or environmental engineering, environmental, business or public administration or related field and ten years of full-time paid or part-time paid equivalent experience of management responsibility which included budget, contract administration, administrative work, public infrastructure construction project management and four years which shall have been in a supervisory capacity; OR
- D. Graduation from high school and twelve years of full-time paid or part-time paid equivalent experience of management responsibility which included budget, contract administration, and administrative work, public infrastructure construction project management, and four years which shall have been in a supervisory capacity.
- E. Possession of a NYS Department of Education license as Professional Engineer may be substituted for up to two (2) supervisory or four (4) years of work experience.

Adopted 12/12/84

Revised 5/16/18; 11/14/18; 7/18/22

Jurisdictional Classification: Unclassified