

## **DEPUTY COMMISSIONER PUBLIC WORKS/HIGHWAY**

**DISTINGUISHING FEATURES OF THE CLASS:** The Deputy Commissioner of Public Works/Highway has all of the powers and duties of a Deputy County Highway Superintendent as specified in Section 102a of the Highway Law including but not limited to the power to act for and have all the powers and duties of the Commissioner of Public Works in the absence of the Commissioner or when the Commissioner is unable to act. This is an important administrative position involving planning, directing and coordinating highway and bridge construction and maintenance, repair shop operations and such other responsibilities as may be assigned by the Commissioner of Public Works. The work is performed under the administrative direction of the Commissioner of Public Works with policy guidelines and objectives established by the Commissioner of Public Works and the Board of Supervisors. Direct supervision is exercised over the work of supervisory staff and others. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)** Administers all phases of County road and bridge maintenance and construction and repair shop for an efficient and effective operation; Develops long and short term comprehensive plans for the repair and construction of roads and bridges; Develops long and short term comprehensive plans for the maintenance and replacement of vehicles and equipment; Assigns work to accomplish objectives in the most efficient and effective manner possible; Consults with the Public Works Commissioner and highway committee on a regular basis concerning policies, procedures, objectives and on-going projects; Works closely with and coordinates activities with engineering division and other administrative personnel; Reviews the progress of department projects through on-site review and meetings with subordinates; Oversees financial planning in areas of responsibilities including preparation of staffing and funding requirement for inclusion in the annual budget, maintenance of fiscal controls and submission of required reports; Determines personnel requirements and is responsible for the appointment, training, evaluation, discipline and termination of staff in compliance with state and local requirements and procedures; Ensures compliance with State and local labor, safety and related laws, rules and regulations; Formulates, recommends and implements a variety of administrative and operational policies and procedures; Conducts ongoing reviews and studies of administrative and operational procedures to improve efficiency and effectiveness; Conducts meetings and conferences with supervisory staff to plan and interpret policies, programs, procedures and projects; Prepares or oversees the preparation of specifications for the purchase of equipment and materials; Plans and supervises the County snow and ice control program.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the principles and methods of planning and directing a comprehensive highway and bridge maintenance, construction and repair program; Good knowledge of the principles and methods of directing a vehicle and equipment maintenance and repair program; Good knowledge of the principles and techniques of supervision; Good knowledge of Federal, State and local rules and regulations applicable to public works functions including labor and safety requirements; Ability to supervise a large staff; Ability to utilize personnel and material an effective and efficient manner; Ability to make short and long term work plans, Ability to work with and secure the cooperation of others; Initiative; Imagination; Determination; Resourcefulness, Good judgement; 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 Bachelors Degree in civil engineering or related field and four years civil engineering experience or four years experience in the maintenance and construction of highways, two years of the civil engineering or road maintenance or construction experience must have been in an administrative or supervisory capacity; OR

B. Graduation from a regionally accredited or New York State registered college or university with a Bachelors Degree and six years experience in a public or business administration position or similar position where there is responsibility for planning, directing and coordinating the work of a moderate to large staff; OR

C. Graduation from high school or possession of a high school equivalency diploma and either eight years of experience as specified in A, two years of which must have been in an administrative or supervisory capacity or ten years of experience as specified in B; OR

D. An equivalent combination of education and experience as defined by the limits of A, B, and C above.

Reviewed 5/19/14