

ASSISTANT TO THE COMMISSIONER OF PUBLIC WORKS

Code No.: 6-01-051
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for assisting the Commissioner of Public Works in planning, directing, and administering the Department of Public Works in a town. The employee reports directly to, and works under the general supervision of the Commissioner of Public Works. General supervision is exercised over department personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Advises developers and builders on Town requirements for development;

Assists in the administration of Letters of Credit and Release of Funds to contractors for public works projects and utilities;

Assists in the preparation and review of preliminary and final plans for public works projects and recommends appropriate changes;

Inspects construction projects for conformance to plans and specifications;

Answers inquiries and investigates citizens' requests for assistance involving public works;

Develops and submits an annual department budget;

Monitors spending for compliance;

Maintains contracts to ensure contract requirements are fulfilled;

Administers state and federal programs such as the Community Development Block Grant Program and New York State Consolidated Local Street and Highway Improvement Program;

Assists the Commissioner of Public Works with administrative functions;

Assists the Commissioner of Public Works in the exercise of supervisory control of all the divisions of the Department of Public Works;

Maintains liaison with Town officials, contractors and various local, state and federal agencies in supplying information and furnishing records;

Manages insurance claims against the Town including conducting research, interviewing staff and claimants, and writing recommendations to the Town's insurance representative;

Attends various meetings relative to the Department.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the activities and goals of a public works department of a town; good knowledge of modern methods, materials and principles of

construction and maintenance of public works; good knowledge of town development and zoning ordinances; working knowledge of the principles of budget development; ability to solve administrative problems; ability to read and interpret plans and specifications; ability to supervise the work of others; ability to establish and maintain effective professional relationships; ability to communicate orally and in writing; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus four (4) years paid full-time or its part time equivalent professional* experience in construction, operation, planning, zoning, or inspection in the public works field; OR,

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus six (6) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,

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

*For the purposes of these minimum qualifications, professional experience does not include secretarial/clerical/receptionist or similar duties.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

ADOPTED: November 6, 2014