

## **DEPUTY COMMISSIONER OF PUBLIC WORKS**

Code No.: 6-03-008  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** The Deputy Commissioner of Public Works advises the Commissioner of Public Works in the administration of the maintenance and construction of public improvements, such as waste water plumbing facilities, sewage facilities, public highways, bridges and buildings. The Deputy Commissioner of Public Works reports directly to, and works under the general supervision of the Commissioner of Public Works or other higher level staff member. General supervision is exercised over subordinate staff. 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.)

Assists Town departments in developing and recommending operating plans consistent with, and designed to implement the policies within the authority granted by the rules and by-laws of the Town Board;

Recommends budgets reflecting the current operating and capital needs of the services under his/her jurisdiction;

Assists the Commissioner in providing coordinative and other generally supportive services to departments and other agencies under the Commissioner's jurisdiction;

Assists the Commissioner in the preparation and development of elements of planning programs related to the services under his/her jurisdiction in accordance with the established administrative code;

Assists in and encourages the development of short-range and long-range policies to serve as guidelines for specific administrative decisions as well as for the evaluation and development of service programs;

Assists departments and other agencies in developing and maintaining intergovernmental relationships, including general service agreements, shared services, transfers of functions, joint studies, shared expertise;

Assists the Commissioner in providing assistance to departments and other agencies for planning, budgeting, purchasing, personnel, data processing, and other central management services; evaluates and suggests improvements to the central provision of such services;

Assists the public in obtaining prompt, efficient services through the development of departmental complaint mechanisms, direct action on individual public inquiries, maintenance of a central complaint file and analyses of complaints, development and utilization of advisory citizens' groups and provision of complete public information on the availability of programs;

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the existing organizations of the public works agencies within the Town; thorough knowledge of the activities, goals and concerns of the public works agencies; good knowledge of the conditions and needs of the community pertaining to public works; good knowledge of budget preparation; good knowledge of the Charter of the Town; good knowledge of New York State General Municipal Laws; good knowledge of New York State Highway Laws; good

knowledge of the Town Zoning Code; good knowledge of the Uniform Traffic Control Devices Manual; ability to communicate orally and in writing; ability to coordinate many complex organizations not systematic relationships; ability to develop and recommend appropriate operating plans and policies; ability to assist in the development and incorporation of annual planning programs and development plans; ability to establish productive working relationships with others; ability to speak effectively before various community groups; ability to relate and work closely with community agencies; 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 in Civil Technology, Civil Engineering, Land Use Planning and Management, Land and Energy Management, Urban Planning or a closely related field plus five (5) years paid full-time or its part-time equivalent experience reviewing engineering reports, or reviewing construction plans, or interpreting and ensuring compliance of planning and zoning regulatory requirements, or in municipal planning activities; OR,

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the above fields plus seven (7) years paid full-time or its part-time equivalent experience reviewing engineering reports, or reviewing construction plans, or interpreting and ensuring compliance of planning and zoning regulatory requirements, or in municipal planning activities; OR,

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

**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 position.

Monroe County Civil Service Commission

**ADOPTED:** January 9, 2020