

## DEPUTY DIRECTOR OF PUBLIC WORKS

Code No.: 6-04-023  
EXEMPT

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position in the field of Civil Engineering, involving responsibility for assisting the Director in the planning, operation and administration of a Department of Public Works. The incumbent is authorized, by act of local town law, with power to act generally for, and in place of, the Director in his/her absence. The work is performed under general supervision from the Director of Public Works, with wide leeway allowed for the exercise of independent judgment in the performance of assigned duties. Direct 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.)

Exercises supervisory control over all the divisions of the Department of Public Works;

Participates in the formulation of policies and procedures for departmental fiscal, personnel and organizational matters;

Formulates long-range goals and objectives and, through close supervision and observation of departmental activities, determines compliance with established objectives;

Maintains liaison with other local, State and Federal agencies to ensure cooperation, coordination and the attainment of mutual objectives;

Appraises complaints and opportunities for improvements in the physical facilities under the jurisdiction of the Public Works Department, and makes recommendations to the Director;

Analyzes established standards and the specific plans, specifications, and cost estimates of proposed construction, and recommends appropriate changes;

Inspects and supervises, directly and/or indirectly through supervising engineers, the construction of all major projects for conformance to plans, specifications and objectives;

Analyzes new legislation and other legal provisions as they affect the policies, plans and procedures of the department, and recommends action in compliance with these legislative changes;

Represents the Public Works Department at all pertinent Civil Defense meetings and functions;

Serves as Director in his/her absence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the practices, principles, and theories of civil engineering as it applies to the investigation, planning, design, development, construction and inspection of major and long-range municipal projects; thorough knowledge of engineering research and economics; thorough knowledge of the sources of engineering information;

thorough knowledge of modern methods and principles of construction and maintenance of public works; ability to express and evaluate engineering concepts and decisions in drawings, designs, and written specifications; ability to coordinate and direct complex and varied phases of a comprehensive engineering program; ability to develop methods and procedures relating to engineering activities; ability to anticipate future needs of the community, relative to the development of long-range municipal engineering programs; ability to effectively present practical engineering programs in a concise and understandable manner; ability to solve complex administrative and engineering problems; ability to supervise the work of others; ability to establish and maintain effective professional working relationships; initiative; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: September 11, 1986