

DIRECTOR OF PUBLIC WORKS

Code No.: 6-04-020

UNCLASSIFIED
NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position in the field of Public Works involving responsibility for planning, administration, coordination, and supervision of the Department of Public Works. Work is performed under direct supervision from the Town Supervisor, with general direction from the Town Board. 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 administrative control over all the divisions of the Department of Public Works;

Ensures that all Town ordinances and Town and State codes, rules and regulations pertaining to public works are complied with;

Coordinates the efforts of the various divisions of the Department of Public Works to insure efficiency;

Supervises the preparation, review, and revision of preliminary and final plans for public works projects;

Supervises the construction and inspection of public works projects for conformance with plans, specifications, and Town and State codes;

Investigates all complaints and responds to requests for assistance relating to public works;

Maintains liaison with Town officials, contractors, and various County, State and Federal agencies to ensure attainment of mutual objectives;

Attends various meetings relative to the Public Works Department such as, but not limited to, Town Board, Planning Board, and Zoning Board;

Formulates programs to extend services and maintain public works equipment, components, and facilities;

Advises Town Board on various matters relating to public works;

Prepares and administers budget, and controls expenditures for the divisions of the Department of Public Works; submits budget to Town Board for approval;

Administers Letters of Credit and releases funds to contractors for public works projects and utilities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the practices, principles and theories of public works municipal project planning, design, construction, and inspection; good knowledge of the activities and goals of a Public Works Department of a Town; good knowledge of Town ordinances and Town and State codes, rules and regulations pertaining to the divisions of the Public Works Department; good knowledge sources of engineering information; good knowledge of modern methods and principles of construction and maintenance of public works; good knowledge of budget preparation and budget control; ability to deal effectively with the public; ability to supervise others; ability to express oneself well orally and in writing; ability to establish and maintain effective professional relationships; initiative; good judgment; integrity; health 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 Bachelor's degree in Civil Engineering or closely related field, plus four (4) years of experience in public works construction, maintenance and inspection, or civil engineering, two (2) years of which shall have been in a supervisory capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Civil Technology or closely related field, plus six (6) years of experience in public works construction, maintenance and inspection, or civil engineering, two (2) years of which shall have been in a supervisory capacity; OR,
- (C) Graduation from high school or possession of a high school equivalency diploma, plus eight (8) years of experience in public works construction, maintenance and inspection, or civil engineering, two (2) years of which shall have been in a supervisory capacity; OR,
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C).

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.

ADOPTED: April 14, 1983