# 3162

# DEPUTY COMMISSIONER OF PUBLIC WORKS

# DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing administrative and supervisory work in conjunction with the Commissioner of Public Works to formulate and implement policies and procedures for the operation of the Department of Public Works. The nature of the work is such that the employee is required to exercise independent judgment and initiative in the performance of assigned duties. Supervision is exercised over employees of the department through division heads and subordinate supervisory personnel. The work is performed under the general supervision of the Commissioner and is reviewed through conferences and the submission of required reports. Performs related work as required.

# TYPICAL WORK ACTIVITIES

* Assists the Commissioner of DPW with oversight of water and sewer department operations;
* Management of union labor in department;
* Oversight of active Town projects;
* Preparation and review of bid documents;
* Coordination of consultants, contractors, and vendors;
* Coordination with State and Federal agencies for project permitting;
* Obtaining quotes for operating and capital projects;
* Procurement of equipment and supplies for daily operation;
* Development of departmental budget;
* Submittal reviews.

# FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and practices of civil engineering and construction; knowledge of potable water distribution and waste water conveyance systems; thorough knowledge of modern engineering practices and procedures as they apply to public works projects; good knowledge of laws and other regulatory enactments as they apply to public works; good knowledge of modern office administration; ability to apply engineering knowledge to specific administrative and technical problems; ability to develop and enforce departmental policies and procedures; ability to establish and maintain effective working relations with Federal, State and County agencies, departments and the general public; ability to direct the work of employees in a manner conducive to full performance and high morale; ability to express oneself clearly and concisely, both orally and in writing; physical condition commensurate with the demands of the position.

# MINIMUM QUALIFICATIONS:

1. Possession of a Bachelor Degree\* in Engineering and 2 years experience in civil engineering; OR
2. Possession of an Associate Degree\* in Engineering and four (4) years of civil engineering experience; OR
3. In equivalent combination of education and civil engineer experience as defined by the limits of (a) and (b).

**\* Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at** [**http://www.cs.ny.gov/jobseeker/degrees.cfm**](http://www.cs.ny.gov/jobseeker/degrees.cfm)**. You must pay the required evaluation fee.**

# SPECIAL REQUIREMENT

At the time of appointment, and during employment in this title, employees must possess a valid license to operate a motor vehicle in New York State.

Adopted

CSC 1/19/23

Revised

CSC

3/19/24

JC: COMPETITIVE