

**DEPUTY COMMISSIONER OF PUBLIC WORKS-ENGINEERING (Town of Union)**

**DISTINGUISHING FEATURES OF THE CLASS:** Under the general direction of the Commissioner of Public Works, the incumbent plans, supervises, coordinates, and reviews the construction of all engineering projects under the jurisdiction of the Town of Union. The incumbent consults with the Commissioner of Public Works and the Comptroller in determining which capital and non-recurring repair and replacement projects best meet the needs of the Town. Supervises the work of all division employees. This position has authority to act for and in place of the Commissioner of Public Works within the assigned areas of responsibility. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Directs the administration and inspection of all construction projects in the Town of Union for conformance with municipal codes, laws, rules and regulations, and contract provisions;  
Develops and administers division procedures and ensures their implementation;  
Collaborates with the Commissioner of Public Works in determining whether the design and /or supervision of construction projects should be conducted by the Engineering Division staff or by an outside consultant;  
Directs and coordinates the work of engineering consultants;  
Determines the feasibility and costs associated with proposed projects;  
Prepares, directs, controls and accounts for the fiscal operations of the Town of Union's engineering division;  
Attends municipal, consultant, and community meetings as the representative of the Town of Union's engineering division;  
Addresses citizens complaints and formulates solutions regarding municipal construction projects;  
Prepares and presents a variety of reports.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of civil engineering including highway, building and mechanical systems construction and maintenance;  
Thorough knowledge of construction methods, terminology and materials;

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Thorough knowledge of applicable codes, laws, rules and regulations governing engineering project designs and construction procedures;  
Good knowledge of the principles of supervision, administration and contract management;  
Good knowledge of budget formulation and cost effectiveness measures;  
Ability to plan, layout and direct the work of others;  
Ability to establish cooperative relationships with staff, consultants, contractors, vendors, public officials and the general public;  
Ability to analyze project designs, costs, feasibility, and effectiveness;  
Ability to prioritize projects and insure completeness within the scheduled time;  
Ability to use computer software such as spreadsheets, data-based managers and word processing;  
Ability to prepare and present a variety of reports;  
Ability to communicate effectively both orally and in writing;  
Mechanical aptitude;  
Tact;  
Accuracy;  
Initiative;  
Integrity;  
Dependability;  
Resourcefulness.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a New York State registered or regionally accredited college or university with a Bachelor's Degree in engineering, engineering technology or closely related field and five years\* of experience performing either:
- 1) Engineering design, surveying or the inspection of highways, bridges and/or buildings; OR
  - 2) Heating/ventilating/air conditioning system operation and/or design; OR
  - 3) Power distribution system design; OR
  - 4) Engineering project specification writing or land acquisition surveys; OR
- B) Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree

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in engineering, engineering technology or closely related field and seven years\* of experience as defined above; OR

- C) Graduation from high school or possession of an equivalency diploma and nine years\* of experience as defined above; OR
- D) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.

\* Two years of which must have included supervisory or project leader responsibilities of persons performing professional activities.

NOTE: Degrees in the following fields are not acceptable:  
Chemical Engineering, Industrial Engineering, Public Health Engineering or Computer Technology.