

COMMISSIONER OF PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the administration of the department of Public Works which includes the divisions of Highway, Administration, Engineering, Security, Sanitation (Drainage, Sanitation, Water Supply) and Buildings and Grounds. Work is performed under the general direction of the County Legislature and County Executive or the Deputy County Executive with wide leeway allowed for the exercise of independent judgement in carrying out the policies and objectives of the department. Administrative supervision is exercised over the work of all department employees. Performs related work as required.

TYPICAL WORK ACTIVITIES:

Directs various professional, technical, trade and clerical personnel who perform the functions of the Public Works Department;

Serves as the County Highway Superintendent and as such is responsible for construction and maintenance of county roads, highways, and bridges;

Directs the activities of the Division of Security including program development to ensure Law Enforcement, Safety and loss prevention for Broome County facilities;

Serves as the County Engineer and as such is responsible for the construction, maintenance and custodial care of county buildings and other such structures;

Advises Broome County municipalities of Public Works matters upon request;

Represents Broome County in matters related to the Public Works Department which are of public interest;

Develops department policy and programs in conjunction with Public Works department division deputies and other county officials;

Consults with officials of local, state and federal governments on matters pertaining to Public Works;

Prepares annual departmental budget and resolves budget related problems;

Directs and reviews personnel administration activities of each division and makes related decisions which require administrative authority;

Directs and reviews purchasing activities of each division and makes related decisions which require administrative authority.

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

Comprehensive knowledge of the principles and practices of administration and supervision;

Thorough knowledge of engineering principles and practices;

Thorough knowledge of New York State Highway Law;

Thorough knowledge of applicable codes, laws, rules and regulations governing engineering design, construction and maintenance procedures;

Thorough knowledge of the applicable codes, rules and regulations governing the management of solid waste;
Thorough knowledge of the enforcement program;
Ability to plan, control, direct, organize and coordinate a wide variety of functions simultaneously;
Ability to deal effectively with the public and private sectors;
Ability to analyze the components of an organization and identify and remedy problem areas;
Resourcefulness;
Initiative;
Tact;
Integrity;
Physical condition commensurate with the demands of the position

SUGGESTED MINIMUM QUALIFICATIONS:*

The Commissioner shall be appointed on the basis of his administrative experience and his qualifications for the duties of the office.

*In accordance with Article IX (A901) of the Broome County Administrative Code and (C901) of the Broome County Charter.

SPECIAL NOTE: Incumbent is designated as an Emergency Operations Center staff member by the County Executive.

R335 6/29/98

Jurisdictional Classification: Unclassified