

ASSISTANT TO THE COMMISSIONER OF PUBLIC WORKS
(Town of New Castle)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Commissioner of Public Works, the incumbent of this position assists with administrative work relative to municipal public works operations, conducts regular analysis and monitoring of information and operational activities and makes recommendations or reports trends requiring the attention of the Commissioner of Public Works. The work is carried out with considerable latitude for the exercise of independent judgment. Supervision is exercised over subordinate clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Relieves the Commissioner of Public Works of administrative work that relates to various municipal operations; i.e., fuel usage monitoring, payroll oversight, equipment repairs; parts inventory monitoring, requisitioning materials, processing payment invoices, etc.

Gathers data to assist the Commissioner of Public Works to better evaluate budget issues and departmental needs;

Researches various subjects/issues to provide Commissioner of Public Works with information for decision-making;

Assists in developing, coordinating, and evaluating the need for purchase and replacement of vehicles, equipment and supplies based on departmental needs and budgetary constraints;

Assists the Commissioner of Public Works by conferring with departments, administrators and other municipal employees on interdepartmental matters;

Researches and investigates "green" alternatives to traditional daily operations;

Researches and presents purchasing alternatives including State, County and private sector options;

Prepares bid documents for approval;

Acts as resource for public works departmental IT matters;

Schedules training seminars and conferences for public works employees and maintains training records;

Performs field inspections of maintenance work and construction projects;

Prepares worker's compensation incident and injury reports and submits to insurance vendor;

May meet with private vendors to research possible vehicle and equipment purchases;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of automotive parts, inventory control and automotive/equipment maintenance/repair; good knowledge of the concepts and techniques of municipal operational planning; good knowledge of purchasing methods and procedures; working knowledge of current studies and laws governing governmental purchasing; ability to present data, reports and comments clearly and concisely in either oral or written form; ability to obtain and analyze data and exercise sound judgment in arriving at conclusions; ability to establish and maintain effective working relationships with employees, Town officials and contract vendors; ability to interpret and make clear and accurate analysis of facts, figures and processes; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; resourcefulness, reliability; sound technical judgment; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience where the primary function of the position was performing general office/clerical work in support of a municipal public works department which must have included the use of computer applications to order/purchase automotive parts/supplies and/or maintain public works or fleet management records (i.e., fuel consumption, vehicle maintenance/repair records, etc.)

SUBSTITUTION 1: An Associate's Degree* will substitute for two (2) years of the work experience described above.

SUBSTITUTION 2: A Bachelor's Degree* will substitute for four (4) years of the work experience described above.

SPECIAL REQUIREMENT: At time of appointment, possession of a valid license, appropriate for the vehicle to be operated and issued by the New York State Department of Motor Vehicles. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

*SPECIAL NOTE: Education beyond the secondary level 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.