

COMMISSIONER OF PUBLIC WORKS  
(Town/Village of Harrison)

DISTINGUISHING FEATURES OF THE CLASS: The Commissioner of Public Works is responsible for organizing, directing and coordinating the operations and activities of several divisions comprising the department. The incumbent exercises broad managerial and administrative authority in directing all activities of the Department of Public Works. These include equipment maintenance, parks and building maintenance, highways and street lighting, and sanitation. The Commissioner is responsible for determining major departmental policies, planning long-term projects and administering programs. The Commissioner delegates authority for the performance of technical and administrative activities and the overall major emphasis of his work is administration and coordination. Through division heads, direction is given to a large staff of professional, technical, skilled and unskilled workers. Work is performed under the general direction of the Supervisor/Mayor and Town/Village Board. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Confers with and advises division heads on problems relating to the design, construction and maintenance of highways, streets, Town/Village projects, programs, buildings, parks, street lights, and waste disposal;

Reviews plans, budget estimates and proposed ordinances and regulations submitted by division heads;

Inspects field operations to determine whether the work is being done in a satisfactory manner and recommends any necessary improvements to insure efficiency in each division;

Confers with the Town/Village Board on matters concerning major departmental activities, and furnishes advice on public works problems to Town/Village officials, governing boards and taxpayers;

Directs the preparation of budgets and presents budgets to the Town/Village Board;

Acts as personnel director of the department; interviews and hires new employees subject to Town/Village Board approval;

Confers with representatives of federal, state and local agencies on varied public works problems and prepares memoranda and conducts correspondence relevant to activities of the department;

Develops and recommends to the Supervisor/Mayor and Town/Village Board alternate programs in order to prevent and solve problems relating to the administration of the Department of Public Works;

Develops and implements employee in-service training and motivation programs for the purpose of improving morale and productivity of department employees;

EXAMPLES OF WORK (Cont'd.)

Administers and negotiates collective bargaining agreements;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the modern principles and practices of management and administration; good knowledge of the design, construction and maintenance of highways, buildings, parks, street lighting, and waste disposal; ability to organize, direct and coordinate the activities of several divisions of a large public works department; ability to develop long-term plans and programs and to make decisions on matters of major policy and on complex administrative problems; knowledge of labor contract administration and negotiations; ability to establish and maintain satisfactory relationships with other Town/Village officials, employees and the general public; ability to express ideas on subjects clearly and concisely, orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; tact, resourcefulness, integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school graduation or possession of a high school equivalency diploma and either: (a) ten (10) years of management and administration experience, including four (4) years of supervisory experience over public works type projects which must have included equipment and materials management and the control of budgets; or (b) a Bachelor's Degree\* and six (6) years of management and administration experience, including the four (4) years of supervisory experience as specified in (a); or (c) a Master's Degree\* and five (5) years of management and administration experience, including the four (4) years of supervisory experience as specified in (a); or (d) a satisfactory equivalent combination of the foregoing training and experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.