

DEPUTY COMMISSIONER OF PUBLIC WORKS  
Town of Greenburgh and Town of New Castle

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Commissioner of Public Works, the incumbent assists in organizing, coordinating, planning and directing the operations of several bureaus comprising the municipal Public Works Department including but not limited to water and sewer, sanitation, highways, recycling, building maintenance, and/or equipment repair. The incumbent of this position functions as the on-site public works administrator, determining manpower levels, resource allocation, work priorities and providing technical expertise in the application of public works practices and worker safety issues. Work is reviewed through conferences with the Commissioner. The incumbent conforms to policies established by the Commissioner and the Town governing body. Supervision is exercised over division heads and skilled and non-skilled public works employees assigned to perform the various activities of the municipal Public Works department. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Inspects, directs and reviews field operations and activities of the various divisions to insure that the work is being completed efficiently and in accordance with standard operation and safety procedures of the Department;

Conducts internal meetings with various Town departments to ensure productivity and coordination on a monthly and/or quarterly basis;

Receives, investigates and replies to correspondence received by the Department from the Town Board and residents and assists the Commissioner in writing memorandums and recommendations to the Board;

Assists with the administration of labor contracts including staff promotions and disciplinary measures and helps settle disputes with Unions;

Authorizes and purchases materials and supplies within established guidelines;

Reviews time sheets, organizes and approves overtime (in accordance with labor contracts), verifies payroll and approves vacation/leave requests;

Troubleshoots and resolves problems that arise in the field i.e. tree removal, street openings, emergency response – trees down, snow removal, water main breaks, etc.;

Assists the Commissioner of Public Works in preparation of the annual operational and capital budgets for the department;

Acts for the Commissioner in his/her absence;

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

DESIRABLE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the modern principles and practices of administration as applied to the design, construction and maintenance of highways, sewers, and other public works facilities; good knowledge of the principles and practices of management and administration as applied to the development and oversight of municipal public works; good knowledge of the materials, methods, equipment and techniques utilized in the construction and maintenance of streets, highways, sewers, and recycling facilities; ability to organize, direct and coordinate the activities of several bureaus of a large public works department; ability to organize, direct and coordinate varied and numerous public works projects; ability to effectively supervise a variety of technical, skilled and unskilled field and office employees engaged in public works activities; ability to establish and maintain effective working relationships with employees, other Town officials and the general public; ability to express ideas on technical subjects clearly and concisely, both orally and in writing; 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 duties of the position; sound judgment; physical condition commensurate with the duties of the position.

DESIRABLE ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from high school or possession of a high school equivalency diploma and nine (9) years of supervisory experience in public works construction and/or maintenance work which must have included equipment and materials management, control of budgets, or project cost estimating; or (b) a Bachelor's Degree\* in Civil Engineering, Architecture, Civil Technology, Mechanical Technology or a closely related field and four (4) years of supervisory experience as described in (a); or (c) a Master's Degree\* in Civil Engineering, Architecture, Civil Technology, Mechanical Technology or a closely related field and three (3) years of supervisory work experience as described in (a.)

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