

DEPUTY COMMISSIONER OF PUBLIC WORKS
(Town of Bedford)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Public Works, the incumbent of this position is responsible for assisting in broad managerial and administrative work in directing all activities of the Department of Public Works. The Department includes the division of Highway, Water, Sewer, Recycling and Fleet Management/Central Garage. 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 and conforms to policies established by the Commissioner and the Town governing body. Incumbent is authorized to act for and on behalf of the Commissioner of Public Works. Supervision is exercised over division heads, skilled and non-skilled public works employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and inspects field operations of various divisions to ensure that work is being done efficiently and in accordance with standard operation and safety procedures of the Department and in conformance with Town standards;

Prepares technical studies and reports, cost estimates and comparisons on various phases of the work of the Department as well as associated and proposed projects;

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

Authorizes and purchases materials and supplies within established guidelines;

Prepares bids and specifications, analyzes bids received and prepares recommendations to the Commissioner;

Administers labor contracts including recommendations for staff changes, promotions and disciplinary measures;

Conducts disciplinary meetings and makes recommendations to the Commissioner and assists with higher level disciplinary action;

Reviews and responds to resident requests and complaints;

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

Assists the commissioner in preparing the departmental budget;

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

EXAMPLES OF WORK (Illustrative Only) (continued)

Reviews accidents and incidents for safety considerations and makes recommendations and implements methods to improve safety risks;

Conducts safety briefings, makes presentations and/or offers safety training to employees;

Interviews vendors and suppliers and evaluates products and services offered;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software;

Acts for and on behalf of the Commissioner in his/her absence.

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of management and administration; good knowledge of construction methods, materials and equipment as applied to municipal public works; good knowledge of the principles and practices of construction and maintenance of municipal facilities and public works projects; good knowledge of the materials, methods and techniques utilized in the construction and maintenance of streets, highways, parks, sewers, communications and refuse disposal facilities; knowledge of labor contract administration; skill in managing employees covered under various labor contracts; ability to organize, direct and coordinate varied and numerous public works projects; ability to effectively supervise a variety of managerial, skilled, and unskilled employees engaged in public works activities; ability to establish and maintain effective working relationships with employees, Town officials and the general public; ability to express ideas clearly and concisely, orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; tact, good judgment; physical condition commensurate with the duties of the position.

DESIRABLE TRAINING AND EXPERIENCE: High school graduation or possession of a high school equivalency diploma and either: a) nine (9) years of supervisory experience over public works type projects which must have included equipment and materials management, control of budgets, or project cost estimating; or b) graduation from a recognized college or university with a Bachelor's Degree and five (5) years of supervisory experience over public works type projects which must have included equipment and materials management; control of budgets or project cost estimating; or c) a Master's Degree and four (4) years of supervisory experience over public works type projects which must have included equipment and materials management, control of budgets, and/or project cost estimating.

Jurisdiction: Town of Bedford (2 positions)

J.C.: Exempt

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Job Class Code: 0939