

DIRECTOR – DEPARTMENT OF TECHNICAL SERVICES
(Town of Cortlandt)

GENERAL STATEMENT OF DUTIES: Directs and administers the operations of the Town of Cortlandt Department of Technical Services (DOTS); does related work as required.

Distinguishing Features: Under the general direction of the Town Supervisor, an incumbent of this position is responsible for the overall administration and direction of the Town's Department of Technical Services (DOTS). This department consists of several divisions including Planning, Engineering, Code Enforcement and Water. The Planning and Code Enforcement divisions are administered through deputies while the Director assumes direct responsibility for the daily operations of the Engineering and Water divisions. The incumbent is primarily responsible for the planning, development and implementation of long range goals and administrative procedures; the coordination of related activities between the department's divisions; the preparation and presentation of the department budget and the administration of collective bargaining agreements within the department. The incumbent has responsibility for providing professional direction in all areas of planning, engineering, zoning, code enforcement to the individual Deputy Directors in each division who are responsible for the day to day operation within their respective divisions. Both direct and indirect supervision is exercised over a large number of professional, clerical, and non-professional employees.

EXAMPLES OF WORK: (Illustrative Only)

Plans and develops administrative procedures and operational programs with the various deputies of the Department of Technical Services (i.e., work schedules, priorities, and day to day operations, etc.) and has ultimate, exclusive and discretionary authority to accept said programs and procedures;

Plans, initiates and oversees the long range goals of the various divisions of the Department of Technical Services (i.e., development of a Town Master Plan, development of a 5-10 year capital expenditure program for the Department.);

Establishes procedures for Deputy Directors to implement the development of a Town wide Master Plan and geographic information system;

Attends executive sessions of the Town Board and provides input, advice and recommendations on matters of personnel, policy determination and litigation matters within the area of DOTS;

Directs and assists the Deputy Director of Code Enforcement regarding major complaints and has the ultimate, exclusive, discretionary authority to allow the issuance of violations, stop work orders, and/or appearance tickets;

Testifies in Court and evaluates information prepared by the Deputy Director for court appearances regarding code violations, etc.;

Provides professional direction in all areas of planning, engineering, zoning, code enforcement and environmental concerns – both short term projects and long range policy;

EXAMPLES OF WORK: (Continued)

Assures that the Deputy Directors provide the necessary technical services to the Planning Board on subdivisions and site development applications;

Coordinates and chooses Town consultants for engineering and planning disciplines;

Advises the Town Board and Planning Board on matters related to zoning;

Advises the Town Board in reviewing and revising the Master Plan, Zoning Ordinance, Subdivision Regulations, and other pertinent development ordinances;

Insures that proper technical assistance and advice is available to the Zoning Board of Appeals and Conservation Advisory groups;

Gives direction to the individual Deputy Directors relating to the preparation of the Department's budget and monitors same upon adoption by the Town Board;

Advises the Town Board on capital improvements;

Administers the collective bargaining agreements in effect in the DOTS divisions and receives and responds to all union and/or grievance procedures;

Works with the Deputy Directors to insure that applications from various funding sources (County, State, Federal) to secure grant monies for division programs or operations are complete and timely;

Interviews applicants for professional positions, may join in interviews for other positions, and makes hiring recommendations to the Town Board;

Provides general supervision of division heads and indirect supervision of subordinate planning, and code enforcement staff and direct supervision of water and engineering staff;

Reviews and discusses personnel matters with individual Deputies and makes promotional, incremental or hiring/firing recommendations to the Town Board.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of engineering and the sources of engineering information involved in the field; thorough knowledge of the requirements of the municipal building codes and zoning ordinances, and the New York State Multiple Residence Law; thorough knowledge of zoning and subdivision principles, practices and local regulations; thorough knowledge of New York State Uniform Fire Prevention and Building Code; thorough knowledge of town governmental functions and activities; good knowledge of the principals and practices of public administration as they pertain to personnel management, budgeting and labor relations; a high degree of skill in the application of engineering knowledge to engineering projects; ability to obtain the cooperation and support of others; ability to present ideas effectively, both orally and in writing;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES: (continued) ability to establish and maintain effective working relationships with Town officials, administrators, other employees and the general public; thoroughness; dependability; courtesy; tact; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: a) graduation from a recognized college or university with a Bachelor's Degree in Civil Engineering and five (5) years of supervisory experience in the field of engineering, including or supplemented by two (2) years of planning experience; or b) graduation from a Master's Program in Civil Engineering and four (4) years of supervisory experience in the field of engineering including or supplemented by two (2) years of planning experience; or c) a satisfactory combination of the foregoing training and experience.

SPECIAL REQUIREMENT: At time of appointment, possession of a professional engineer's license issued by the State of New York.

NOTE: Within 18 months of appointment, the incumbent must obtain Code Enforcement Certification issued by the State of New York.

SPECIAL NOTE: Effective January 1, 1985, Code Enforcement personnel who are charged with enforcement of the New York State Uniform Fire Prevention and Building Code and who commence employment on or after that date shall be required to complete the prescribed minimum basic code enforcement training course.