

DIRECTOR OF BUILDING, PUBLIC WORKS AND WATER
(Village of Ossining)

GENERAL STATEMENT OF DUTIES: Directs and administers the maintenance and operations of the Department of Public Works; directs and administers building inspection and Water Department functions of the municipality; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Village Manager, an incumbent of this position is responsible for the overall administration and direction of public works, building inspection and water department functions of the municipality. The incumbent is primarily responsible for the planning, development and implementation of long range goals and administrative procedures; the coordination of related activities; facilitating and expediting a consistent, uniform and systematic response to external proposals or internal directives; the preparation and presentation of division budgets; and assumption of administrative responsibility, including staffing, for all subordinate divisions. (Division heads assume the responsibility for day-to-day operations of their respective divisions). Both direct and indirect supervision is exercised over a large number of professional, technical, skilled, semi- skilled, unskilled and clerical employees.

EXAMPLES OF WORK: (Illustrative Only)

Prepares annual budget for units under direction or supervision;

Schedules work assignments of personnel;

Supervises the maintenance and upkeep of operating records of departments under his/her direction;

Supervises street cleaning, snow removal and the collection of garbage and refuse;

Supervises the maintenance of the street lighting system;

Supervises the maintenance, construction and repair of streets, catch basins, curbs, culverts and storm drains;

Supervises the cleaning and maintaining of a sanitary sewer system;

Makes recommendations to the Village/Town board regarding personnel changes for divisions under his/her supervision;

Makes recommendations on purchasing of equipment and supplies;

Supervises annual inventory of automotive and mechanical equipment and all repair parts and supplies;

Reviews material submitted for the Planning Board and the Zoning Board and makes recommendations either by report or in person on matters relating to Public Works and Water so that the Boards have complete, concise and factual data available;

Provides general supervision over Building Department functions;

Provides general supervision over Water Department functions while maintaining direct contact with the Water and Sewer Maintenance Foreman and the Water Treatment Plant Foreman;

Facilitates and expedites the Village's response to capital projects;

Prepares the preliminary budgets for the Water and Building Departments;

Provides general supervision for the personnel in the Water, Building and Public Works Departments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of municipal governmental functions and activities; good knowledge of the general principles and techniques involved in the management of a public works unit; good knowledge of the principles and practices of public administration as they pertain to personnel management and budgeting; good knowledge of the practices, tools, equipment and terminology used in maintenance and repair of streets, parks and municipal structures; good knowledge of the principles of organization and management; ability to analyze and evaluate administrative problems; ability to plan, organize, direct, coordinate and supervise the work of others; ability to administer a negotiated labor agreement; ability to present data and proposals effectively both orally and in writing; ability to establish and maintain effective working relationships with municipal officials, administrators, other employees and the general public; thoroughness and dependability; courtesy; tact; good judgement; 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 Engineering, Public Administration, Business Administration or related field and two (2) years of experience in public works construction and/or maintenance work, one (1) of which shall have been in a supervisory capacity; or (b) a Master's Degree as specified in (a) above and one (1) year of experience in public works construction and/or maintenance work which shall have been in a supervisory capacity; or (c) a satisfactory equivalent combination of the foregoing training and experience.