

DIRECTOR OF PUBLIC WORKS/CITY ENGINEER
(City of Peekskill)

GENERAL STATEMENT OF DUTIES: Plans and directs the operations of the Public Works Department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the City Manager, the Director is responsible for organizing, directing, and coordinating the activities of the Public Works Department. The incumbent is responsible for the formulation of departmental policies and for the planning of long-range programs. When any engineering and major construction work is performed for the City by outside contractors, the Director is responsible for seeing that the terms of such contracts are fulfilled.

EXAMPLES OF WORK: (Illustrative Only)

Formulates policies and over-all plans for the operation of the department by approval of the City Manager;

Prepares and submits the annual operating budget for the department to the City Manager;

Prepares the annual capital projects budget;

Directs studies and reviews reports on needs as indicated;

Directs the administration of all personnel actions within the department;

Directs, gives general supervision to and makes important decisions on the operating activities of the department which include: street and highway construction and maintenance; street cleaning and snow removal; sewer repair and maintenance; sewage disposal; refuse collection and disposal; street lighting; maintenance of City buildings; building, plumbing, housing and zoning codes enforcement; water department; Engineering Department;

Supervises the preparation of specifications for materials, equipment or construction contracts, and the advertising of same;

Recommends to the City Manager awards to successful low bidders;

Inspects field operations to insure that work is performed in a satisfactory manner and recommends any necessary improvements to insure efficiency;

Inspects work performed by contractors to insure that work is performed according to specifications;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Develops long-range plans for capital improvements, directing special surveys and reports as needed;

Reviews requests for street openings and sewer obstructions which require extensive dislocation of normal conditions;

Recommends ordinances and resolutions required for public improvements and transfer of budgetary funds;

Prepares and conducts all official communications between the Public Works Department and the City Manager;

Prepares and directs the preparation of special reports for consideration and action by the City Manager;

Confers with other department heads on important matters pertinent to the Public Works Department;

Investigates complaints and confers with civic, taxpayer and other groups and individuals on pertinent matters;

Confers with the County and State personnel, commissioners of adjoining communities, and the U.S. Bureau of Public Roads;

Conducts department staff meetings and attends meetings of department heads and various committees and boards as required.

REQUIRED 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; working knowledge of the principles and practices of civil engineering as applied to the development and management of municipal public works; thorough knowledge of the materials, methods, and techniques utilized in the construction and maintenance of streets, highways, sewers and refuse disposal facilities; ability to organize, direct and coordinate the activities of a public works department; ability to develop long-term plans and programs, and to make decisions on matters of policy and on technical and administrative problems; ability to establish and maintain satisfactory relationships with other City officials, employees, and the general public; ability to express ideas on technical subjects clearly and concisely, orally and in writing; physical condition commensurate with the duties of the position.

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MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Three years of progressively responsible experience in directing the various functions of a Department of Public Works.

SPECIAL REQUIREMENT: Possession of a Professional Engineer's license issued by the State of New York at the time of appointment.