

DEPUTY COMMISSIONER OF PUBLIC WORKS

JOB CODE: 2400
DEPARTMENT: Tioga County Public Works
CLASSIFICATION: Exempt
SALARY GRADE: Non-Union
ADOPTED: Revised 10/97; 9/01, 03/15, 05/15 Tioga Co. Personnel & Civil Service

***PUBLIC OFFICER, no term**

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting the Commissioner of Public Works in the overall management of the Department of Public Works. This entails developing plans, estimates and specifications for Building and Grounds, and Highway Department projects as well as performing inspections of these projects. Work is performed in accordance with the general policies of the Public Works Committee of the Tioga County Legislature. Wide latitude is given for the exercise of independent judgment in planning, developing, directing and coordinating department projects. Supervision is exercised over subordinate departmental staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Provides assistance to the Environmental Health Department in reviewing subdivisions, septic and new water main plans as necessary;
- Inspects Public Works projects as directed by the Commissioner of Public Works;
- Develops plans, estimates, specifications and cost control measures for Building and Grounds and Highway Department projects;
- Performs inspections of Building and Grounds and Highway Department projects;
- Assists in the preparation of the Department's annual budget;
- Ensures that all highway equipment is properly maintained;
- Assists the Commissioner in the administration of the NYS Bridge Inspection Program;
- Performs the duties of the Commissioner in his absence;
- Provides assistance to Town Highway Superintendents as necessary;
- Assists in the maintenance of the Tioga County GIS based highway inventory;
- Works with the Tioga County Materials Recovery Manager to complete grant applications.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Through knowledge of the principles and practices involved in the planning and implementation of civil engineering projects; thorough knowledge of modern methods and principles of construction and maintenance; ability to plan, organize and/or coordinate complex and diverse phases of a public works program; initiative and resourcefulness in the solution of complex administrative and engineering problems; sound professional judgment; tactful, courteous and dependable; physical condition commensurate with the demands of the position.

PREFERRED QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in civil engineering or a closely related degree **AND** two (2) years of civil engineering full-time paid work experience or its part-time equivalent.

SPECIAL REQUIREMENTS:

If the candidate does not possess a New York State Professional Engineer's License at time of appointment, then he/she must have passed the New York State Professional Engineer's In Training exam or be eligible to take the NYS Professional Engineer's In Training exam within one year from the date of appointment. Permanent appointment is contingent upon passing the NYS Professional Engineer's In Training exam within two years of employment.