

COMMISSIONER OF PUBLIC WORKS

JOB CODE: 1400
DEPARTMENT: Tioga County Public Works
CLASSIFICATION: Unclassified
SALARY GRADE: Non-Union
ADOPTED: 7/31/92; Revised 10/19/00, 9/01, 03/15 Tioga Co. Civil Service

***PUBLIC OFFICER, 4 year term**

DISTINGUISHING FEATURES OF THE CLASS: This is a major administrative position involving the responsibility for directing the operation of the Department of Public Works. Divisions of the Public Works Department include: Roads & Machinery, Buildings & Grounds, and Recycling. The Commissioner of Public Works is responsible for providing professional engineering advice on all matters related to public works. Work is performed in accordance with the general policies of the Tioga County Legislature. General supervision is exercised over all activities of the department. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Directs the construction, alteration, demolition, maintenance, repair and custodial care of all buildings, highways, bridges, docks, recreation facilities, devices and related facilities in the County;
- Directs the construction and maintenance of erosion, flood control, sewage and water supply, sanitary landfill and related projects;
- May contract for engineering, architectural and other necessary technical projects;
- Reviews engineering plans submitted to the Public Health Department for all Engineering Public Health activities, such as water systems and septic systems, and approves or disapproves them;
- Administers the Tioga County recycling contract;
- Provides managerial oversight of the Department of Public Works inclusive of all divisions, programs, and staff;
- Acts as a member of the Capital Program Committee and supervises the design and construction of County government capital projects;
- Assists all administrative units for County government in preparation of and development of information for their capital projects;
- Assists in the preparation of plans and specifications, advertising and calling for bids for construction of capital projects within the County;
- Oversees the preparation of the department budget and determines that necessary budget controls are maintained;
- Performs or causes to be performed professional engineering, surveying and related engineering services for the County;
- Administers the NYS Bridge Inspection Program for all local Towns in Tioga County;
- May authorize the rental of public works machinery, tools, equipment or implements by any public corporation, public authority or any combination of the same;
- May authorize the rental of machinery from any person, company, public or private corporations, public authority or any combination of the same;
- May provide engineering expertise to local Town Highway Superintendents.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Comprehensive knowledge of the principles and practices involved in the planning and implementation of civil engineering projects; comprehensive knowledge of the principles and practices of administration to include budgeting, personnel, methods and procedures, program reporting, communications and supervising principles and techniques; comprehensive knowledge of modern methods and principles of construction and maintenance of highways; ability to plan, organize and coordinate complex and diverse phases of a public works program; ability to coordinate future needs of the public as it applies to the development of long-range engineering programs; initiative and resourcefulness in the solution of

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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 a New York State registered college or university with a Bachelor's degree in civil engineering and six years of full-time paid professional engineering experience or its part-time equivalent, one year of which must have been in a supervisory capacity.

SPECIAL REQUIREMENT: Eligibility for a New York State professional engineer's license at the time of application; possession at the time of appointment.