

DEPUTY COMMISSIONER PUBLIC WORKS/ENGINEERING

DISTINGUISHING FEATURES OF THE CLASS: The Deputy Commissioner of Public Works/Engineering has all of the powers and duties of a Deputy County Highway Superintendent as specified in Section 102a of the Highway Law including but not limited to the power to act for and have all the powers and duties of the Commissioner of Public Works in the absence of the Commissioner or when the Commissioner is unable to act. This is an important administrative and professional engineering position involving planning, directing and coordinating all work performed by the Engineering Department and such other responsibilities as may be assigned by the Commissioner of Public Works. The work is performed under the administrative direction of the Commissioner of Public Works with policy guidelines and objectives established by the Commissioner of Public Works and the Board of Supervisors. Direct supervision is exercised over the work of professional and non-professional staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Administration: Assumes overall administrative responsibility for the Public Works Department as directed in the absence of the Commissioner of Public Works; Administers all phases of the County engineering program within established goals and guidelines; Assists the Commissioner of Public Works in developing departmental goals; Develops and/or assists in the development of departmental plans, policies and procedures; Assists the Commissioner in establishing and maintaining a bridge management system including a extended maintenance, reconstruction and replacement plan; Coordinates efforts with highway operations division to schedule labor and equipment required to perform work; Oversees financial planning in engineering division including preparation of staffing and funding requirements for inclusion in the annual budget, maintenance of fiscal controls and submission of required reports; Determines engineering personnel requirements and is responsible for the appointment, training, evaluation, discipline and termination of staff in compliance with state and local requirements and procedures.

Design/Operations: Performs difficult engineering work at the professional level in the design, investigation control, maintenance, construction and operation of engineering projects including but not limited to bridge and road repairs, rehabilitation or construction, building and equipment design, etc.; Oversees the design and preparation of bidding documents and contract plans; Oversees level one inspections and load rating analysis for bridges; Assists towns with design work involving Department of Transportation DOT bridge flags.

Reporting/Record Maintenance: Prepares and submits reports to NYSDOT as required by law; Supervises the maintenance of BIN files and other engineering records; Prepares and submits Bridge Flag responses and certified load rating summary sheets and record drawings for bridges that have been rehabilitated or reconstructed; Assists Town Highway Departments in responding to DOT bridge flags.

Education/Training: Attends seminars and short courses as required to keep current with the latest technology, new products and most economical methods of maintaining and constructing bridges; Establishes training programs for County bridge construction employees on proper procedures and techniques for performing bridge rehabilitation and construction; Oversees the training of employees in the Engineering Department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles and practices of civil engineering and the sources of engineering information; Thorough knowledge of modern methods and techniques as applied to highway and bridge construction; Good knowledge of New York State Department of Transportation reporting requirements and formats; Good knowledge of the principles and methods of planning and directing a comprehensive bridge maintenance construction and repair program; Working knowledge of the principles and techniques of supervision; Ability to organize, plan and lay out working details of engineering projects; Ability to write technical reports; Initiative and resourcefulness in the solution of engineering problems; Tact; Mental alertness; Industriousness; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a two year college with an associate degree in engineering technology recognized by the University of the State of New York and twelve years of experience in civil engineering work; Or
- B. Graduation from a college or university recognized by the University of the State of New York with a four year degree with major work in engineering and six years of experience in civil engineering work; OR
- C. An equivalent combination of training and experience as indicated in A and B above.

SPECIAL REQUIREMENT: Eligibility for license to practice as a professional engineer in New York State. Possession at time of appointment.

Adopted: 11/12/92