

DEPARTMENT: PUBLIC WORKS
CLASSIFICATION: COMPETITIVE
APPROVED: OCTOBER 30, 2015

FLSA Status: Exempt/Administrative 1/4/2010

DEPUTY COMMISSIONER OF PUBLIC WORKS - HIGHWAYS, BRIDGES AND STRUCTURES

DISTINGUISHING FEATURES OF THE CLASS: Supervises professional, administrative, manual and clerical employees in the absence of the Commissioner or when assigned. Formulates for the review and approval of the Commissioner basic plans and administrative policies and operating procedures. Prepares annual program and budget as directed by, for the approval of, and submission by, the Commissioner. Supervises, as directed and through subordinates, the design and construction needed to build and maintain all county highways and bridges. The Deputy acts for and has all the powers and duties of the Commissioner in the Division of Highways, Bridges and Structures during his inability to act or during the Commissioner's vacation period, leaves, etc. Works under the direction of the Commissioner of Public Works and assists the Commissioner in the supervision and direction of the County Highway Division. The incumbent is not responsible for performing any engineering duties. Performs related duties as required.

TYPICAL WORK ACTIVITIES:

1. Formulates, for the review and approval of the Commissioner, basic plans and administrative policies and operating policies;
2. Assists in preparing annual program and budget as directed by, for the approval of, and submission by the Commissioner;
3. Supervises as directed and through subordinates the design and construction needed to build and maintain all county roads, highways and bridges including the operation of snow and ice removal programs on all roads in the county;
4. Assists the Commissioner as consultant to Town Highway Superintendents regarding problems and represents the Highway Division on boards and committees of agencies as assigned;
5. Inspects existing highways, roads and bridges and recommends such construction, reconstruction, traffic control, and/or abandonment as may be indicated;
6. Prepares bids and advertising as directed for any planned expenditure by the department; establishes costs estimates;
7. Has responsible involvement in the compiling of all statistics required for annual and other periodic reports and also for the preparing of such reports for all agencies involved.
8. Prepares annual bid specifications for highway materials, roadway striping and vegetation control, and administers same;
9. Negotiates and supervises snow and ice removal contracts with Town Highway Superintendents, and the New York State Department of Transportation;
10. Responds to citizen concerns/complaints in highway related issues;
11. Oversees and provides general supervision to the Fleet Services and the Weights and Measures Divisions of the Public Works Department;
12. Oversees fuel contracts with outside suppliers and charges to user departments;
13. Assists in bids and advertises for any related expenditures of heavy highway equipment and county vehicles, and secures funding for same.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of administrative procedures involved in initiation, planning, development and execution of major highway programs; thorough knowledge of modern road construction and maintenance methods, procedures and equipment associated with such; working knowledge of elementary engineering methods; good knowledge of the principles of organization and management of a modern highway department; ability to coordinate diverse phases of a complex highway construction and maintenance program; ability to plan and supervise the work of others; ability to communicate effectively; initiative and resourcefulness in the solution of complex highway problems; leadership; honesty; courtesy and tact; sound professional judgment; physical condition commensurate with the position.

MINIMUM QUALIFICATIONS:

PROMOTIONAL:

Two (2) years of permanent competitive status as an Assistant Civil Engineer or Highway Operations Supervisor in the Niagara County Public Works Department - Highway Division.

OPEN COMPETITIVE: Graduation from high school or possession of an equivalency diploma **AND**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in Civil Engineering and four (4) years of full-time paid experience related to highway construction and maintenance in a responsible supervisory capacity; **OR**

Ten (10) years of full-time paid experience related to highway construction and maintenance of which four (4) years must have been in a responsible supervisory capacity.

SPECIAL REQUIREMENT:

Possession of applicable New York State Driver's License at time of appointment & throughout employment.