

**DEPARTMENT:** PUBLIC WORKS  
**CLASSIFICATION:** UNCLASSIFIED  
**APPROVED:** JANUARY 22, 2016

**FLSA Status:** Exempt/Executive 1/4/2010

**COMMISSIONER OF PUBLIC WORKS**

**DISTINGUISHING FEATURES OF THE CLASS:** Under the general direction of the County Manager exercises full supervision over a large number of professional, administrative, labor, and clerical employees. Responsible for formulation of policies concerning Public Works projects including employment of special consultants or technicians as authorized by the County Manager. This is a responsible professional engineering and administrative position including continuous exercise of independent judgment. Directs and supervises the design, construction, maintenance, repair, and alterations of all new or existing county buildings, parking fields, roads, bridges, structures, parks, and recreational facilities, and like county property. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Formulates basic plans and administrative policies subject to the approval of the County Manager and formulates and approves operating policies;
2. Prepares annual budget for various divisions of the Department of Public Works;
3. Participates in basic designs and supervises through subordinates the construction and maintenance of county roads, highways and bridges;
4. Prepares as County Planning Department Engineer such engineering studies as may be required in conjunction with long range planning;
5. Directs and supervises the design, construction, alteration, and/or maintenance of county buildings, directly or through subordinates;
6. Furnishes engineering services to the County Legislature and the County Manager.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles of professional civil engineering; thorough knowledge of modern methods and techniques as applied to building construction; ability to organize, plan and administer engineering projects, ability to formulate policy and administrative regulations to effectively manage the Department of Public Works and the divisions thereof; initiative and resourcefulness, mental alertness; and ability to supervise others; physical condition commensurate with the position.

**MINIMUM QUALIFICATIONS:** Candidates must meet one of the following qualifications:

1. A license to practice professional engineering in New York State, if required; **AND** six (6) years experience in engineering, three years of which must be in the engineering field and three (3) years of responsible engineering management experience;
2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a degree in Mechanical, Civil or Electrical Engineering; **AND** eight (8) years experience in engineering, four (4) years of which must be in the engineering field and four (4) years of responsible engineering management experience.

**SPECIAL REQUIREMENT:**

A license to practice professional engineering will be required if no other engineer possesses such a license in the employment of the County Department of Public Works.