

DIRECTOR OF PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS: The work of this class involves oversight of the maintenance and extension of streets and roads, wastewater collection and treatment and building maintenance programs of properties owned by the town. Duties are performed under the general direction of the town board with leeway allowed for the use of independent judgement in carrying out department activities. General supervision is exercised over subordinate department personnel. A Director of Public Works does related work as required.

TYPICAL WORK ACTIVITIES:

- Plans various streets maintenance projects;
- Plans and oversees various wastewater plant projects;
- Plans and oversees building and grounds maintenance projects;
- Directs new construction design;
- Signs off on survey inspections;
- Prepares and maintains activity, cost and progress records and reports;
- Assembles and correlates data for and makes policy recommendations to the town board;
- Prepares department budget for submission to town board;
- Responds to citizen complaints;
- Inspects work in progress;
- Maintains employee time records;
- Writes specifications for purchase of automotive equipment;
- Submits annual report of department activities;
- May call out crews for snow and ice removal;

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

- Thorough knowledge of construction procedures including design, specification writing, inspections, and surveys;
- Thorough knowledge of the principles and practices of sewage treatment plant operation;
- Thorough knowledge of the codes, laws, rules, regulations, and procedures governing engineering design and construction;
- Skilled in utilizing current computer aided drafting techniques;
- Ability to plan and supervise the work of others; ability to interpret plans and specifications;
- Ability to conduct studies pertaining to the best methods and materials to use in an engineering project;
- Ability to maintain employee time and purchasing records;
- Ability to plan and supervise the work of others;
- Ability to prepare plans, specifications, and narrative and tabular reports;

- Ability to establish cooperative relationships with contractors, vendors, co-workers, and others;
- Ability to operator motor equipment;
- Ability to explain department activities to the public;
- Physical condition equal to the demands of the position.

MINIMUM QUALIFICATIONS:

A.) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in construction, civil or engineering technology and four years of experience inspecting or overseeing civil engineering projects, two years of which must have been at a supervisory level;

OR

B.) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in construction, civil or engineering technology and six years of experience inspecting or overseeing civil engineering projects, two years of which must have been at a supervisory level;

NOTE: A Master's Degree in Business, Public Administration, or Civil Engineering may be substituted for two years of the required experience. Candidates must still meet the supervisory experience requirement.

SPECIAL REQUIREMENT: Possess and maintain a valid license to operate motor vehicles in New York State.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: