

DEPUTY DIRECTOR OF PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work involving the exercise of delegated powers and duties necessary to the operation and administration of the Public Works Department. This class differs from that of Director of Public Works only in the scope of responsibility. The incumbent, under the general direction of the Director of Public Works, directs and supervises the various public works activities such as street construction, repair and maintenance; central trades; traffic engineering; youth bureau and recreation; automotive equipment maintenance and repair; maintenance of all City parks and recreation areas, including the golf course, facilities and equipment; also maintenance of all municipal buildings and properties and other activities as assigned. The Deputy Director of Public Works is empowered to discharge the duties of the Director of Public Works in his/her absence and in specific activities as assigned. Supervision is exercised over assigned forepersons, crew leaders, and other subordinates. The Deputy Director of Public Works performs related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Director of Public Works in formulating department operating policies;
Develops plans for operation of the department in coordination with the supervisory staff;
Makes effective recommendations as to work crews, operating budget, and equipment and supplies;
Confers with other department heads and the general public in matters relating to public works activities;
Assists the Director in staff meetings by providing the technical information needed;
Directs subordinates in snow removal operations, street construction and maintenance activities and street cleaning;
Coordinates activities of the automotive repair division, traffic engineering division, central trades, youth bureau and recreation, maintenance of parks and recreation areas including the golf course and all municipal buildings and properties and other department divisions as assigned ;
Reviews investigations of complaints and directs appropriate action;
Recommends personnel status changes;
Personally inspects work in progress;
Prepares reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the management aspects of municipal public works, parks and recreation facilities; good knowledge of the principles and practices, methods, equipment and materials involved in the construction, maintenance and repair of public works, street construction and repair, operation of an automotive maintenance facility, central trades and traffic engineering divisions; good knowledge of the principles and practices, methods, equipment and materials involved in the maintenance of parks and recreation facilities including a gold course, plaza/mall and forestry division and all other public buildings and grounds; ability to plan, assign and direct the work of a large staff engaged in a variety of repair and maintenance activities; ability to establish and maintain effective working relationships with other City officers and employees, vendors, representatives of governments and the general public; physical condition commensurate with the demands of the position.

(over)

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with an associates degree and two (2) years experience of administrative level supervision of Public Works related activities;

OR

B) Graduation from high school or possession of a high school equivalency diploma and four (4) years experience as defined in (A).

SPECIAL REQUIREMENT:

Possession of a valid New York State driver's license is required at time of appointment.