

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: Commissioner of Public Works

TITLE #: 1223

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory position involving the overall responsibility for the public works activities in a town. The Commissioner of Public Works has wide latitude for the exercise of independent judgment in carrying out the duties as directed by the Supervisor and Town Board to meet the goal and objectives of the department. The Commissioner of Public Works may be responsible for the following municipal services or departments: water distribution, filter plant, sewer and highway. Work is performed under the general direction of the Supervisor and Town Board. Supervision is exercised over the work of all employees engaged in public works activities. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees the budget for the Public Works Department, keeps records of department activities, prepares and distributes payroll, prepares reports using computer software;

Maintains fiscal control over expenditures, estimates requirements for and purchases tools, supplies, and equipment;

Schedules work activities for all departments and assigns personnel to their tasks; transfers staff from one crew to another, as required;

Investigates complaints received regarding any activities of the Public Works department and documents subsequent resolutions;

Conducts disciplinary meetings and makes recommendations for appropriate disciplinary action to be taken;

Provides technical input to strategic planning for infrastructure improvements in the town;

Makes recommendations to the appropriate governing body regarding major projects and needs for material, equipment and manpower for all departments;

Oversees the maintenance of roads and bridges including but not limited to snow removal, sign maintenance, drainage, etc;

Maintains an inventory and maintenance schedule of all roads within the jurisdiction;

Supervises the operation and maintenance of water supply and treatment systems and/or a wastewater treatment plant;

Supervises clerical, labor and professional personnel for all Public Works departments;

Attends meetings as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and equipment used in the construction and maintenance of streets, sidewalks, sewers and related public works activities; thorough knowledge of the principles and procedures involved in the operation and maintenance of the appropriate type of wastewater treatment and water treatment plants, when part of the duties and responsibilities of the class; thorough knowledge of the principles and practices involved in the operation of a town public works department; good knowledge of the maintenance and repair of motorized equipment; ability to plan and supervise the work of subordinates; ability to work from plans, specifications and blueprints; ability to prepare reports and budgets; resourcefulness; initiative; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) 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 or related field and three (3) years of experience in public works or related construction activities which must have been in a supervisory capacity, supervising a minimum of twenty (20) employees; OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associates Degree in Engineering Science or related field and five (5) years experience in public works or related construction activities, three (3) years of which must have been in a supervisory capacity, supervising a minimum of twenty (20) employees; OR
- (C) Graduation from high school or the possession of a high school equivalency diploma and seven (7) years experience in public works or related construction activities, three (3) years of which must have been in a supervisory capacity, supervising a minimum of twenty (20) employees.

NOTE: Some jurisdictions may require possession of the appropriate grade of water and/or wastewater treatment certificate issued under the provisions of the New York State Sanitary Code.

JURISDICTIONAL CLASSIFICATION: Competitive.

Town of Newburgh - Non-Competitive (e)
Towns of Walkkill, Warwick - Unclassified

Adopted: 10/22/2010 dr
REVISED: 11/21/12 AT
Juris. Class update: 7/8/14
REVISED: 02/04/16 dmc