

COMMISSIONER OF PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS: This is important administrative and technical work involving responsibility for directing all activities of the Delaware County Public Works Department. The incumbent oversees the County highway system, County landfill and refuse collection system, and such other public works activities as may be assigned by the Board of Supervisors. The incumbent possesses all of the powers and duties as prescribed by law of a County Highway Superintendent. The work is performed under the administrative direction of the Board of Supervisors and in accordance with State regulations. Supervision is exercised over all employees and activities of the department. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Plans and directs the maintenance and repair of the existing highway system and the design and construction of new roads and bridges; Prepares engineering designs for new roads and bridges; Studies need for improvement of County highway system, and advance in methods, techniques and in civil engineering field; Formulates plans for snow removal and ice control.

LANDFILL ACTIVITIES: Plans and directs the operation of the County Sanitary Landfill in the disposition and disposal of a variety of solid waste in accordance with regulations established by the New York State Department of Environmental Conservation; Plans the methods of landfill development and utilization; Coordinates the scheduling of hauls from town operated transfer stations to the County Landfill; Consults and works with the New York State Department of Environmental Conservation concerning funding requirements, compliance problems, and program development; Works with and advises town officials relative transfer sit selection, transfer station planning and development, cost considerations, construction, equipment installation and maintenance; Acts as a liaison between consulting engineer and County and town officials; May make presentations to town and other public officials and groups interested in the County solid waste program.

GENERAL ADMINISTRATIVE ACTIVITIES: Makes recommendations to Board of Supervisors related projects and direction and policies of the department; Reviews the progress of department projects through on-site review and meeting with subordinates; Prepares and/or approves specifications for the purchase of equipment and materials; Reviews engineering plans and makes recommendations relative contracting with private firms as necessary; Directs the preparation of department activity and financial records and reports; Prepares tentative departmental budget and oversees the expenditure of funds; Directs the maintenance and repair of department equipment.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles and methods of planning and directing a comprehensive highway maintenance, construction, and repair program; Thorough knowledge of bridge construction, maintenance and repairs; Good knowledge of the principles, practices, methods, and equipment employed in solid waste transfer and landfill disposal operations, including landfilling methods, drainage methods, cover methods, and compaction methods; Thorough knowledge of principles and techniques of administrative supervision; Thorough knowledge of engineering specifications, estimates, and contracts; Good knowledge of State, Federal, and local rules and regulations applicable to public works functions super-

vised; Ability to review complex engineering plans and specifications for equipment and materials; Ability to secure the cooperation of others; initiative; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

A. (1) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in civil engineering and (2) four years of civil engineering experience, two years of which shall have been in a supervisory capacity; OR

B. (1) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in engineering science or related field and (2) eight year of experience in the maintenance and construction of highways, two years of which shall have been in a responsible supervisory capacity; OR

C. (1) Graduation from high school and (2) twelve years of experience in the maintenance and construction of highways, two years of which shall have been in a supervisory capacity; OR

D. An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

SPECIAL REQUIREMENT: Eligibility for a license to practice as a professional engineer in New York State. Possession at the time of appointment.

Adopted 12/12/84