

DEPUTY COMMISSIONER OF PUBLIC WORKS

GENERAL STATEMENT OF DUTIES

Assists the Commissioner of Public Works (“Commissioner”) with planning, administering and directing the operation of complex and diversified public works programs, projects, and facilities; performs related duties as required.

COMPLEXITY OF DUTIES

Under administrative direction, the duties include working with the Commissioner of Public Works to formulate and administer departmental policy and projects. The deputy commissioner also directs and coordinates the activities of subordinate personnel and Consultants.

TYPICAL DUTIES

1. Assists in formulating policy, plans and procedures for all public works projects.
2. Plans, directs and coordinates the activities of subordinate administrative and supervisory personnel.
3. Works with commissioner to plan and direct the operations of all divisions, bureaus and Consultants.
4. Assists as needed in the preparation and presentation of departmental expense and capital/Operations budgets.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES

1. Extensive knowledge of the principles, practices, and procedures involved in planning, directing and operating complex and diversified public works programs, projects and facilities.
2. Extensive knowledge of public administration and budgetary practices and procedures.
3. Ability to establish and maintain effective relationships with officials, associates and the public.
4. Ability to communicate effectively and concisely both orally and in writing.
5. Ability to maintain records and prepare reports.
6. Ability to plan and direct the activities of subordinates.
7. Ability to develop objectives and programs for the implementation of specific legal requirements.

MINIMUM QUALIFICATIONS

Education, Training and Experience: (1) Graduation from an accredited or registered college or university with a bachelors degree in engineering or architecture and ten years of satisfactory experience in engineering/architecture, including four years in an administrative, staff or supervisory capacity or (2) satisfactory equivalent combination of training and experience. Five years in governmental service or work on governmental projects is preferred.

Preferred Requirement: *Licensed Professional Engineer, Architect or Land Surveyor in the State of New York.*

For consideration please send a cover letter and resume to careers@northhempsteadny.gov