

## COMMISSIONER OF PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS: This is an important Senior Management position involving responsibility for the administration and operation of the Ontario County Department of Public Works. The Department of Public Works includes the Bureau of Waste Water Management, the Bureau of Highways, Fleet Management, the Engineering Section, the Bureau of Buildings and Grounds and the Parks and Recreation Section. The work is performed under the administrative supervision of the County Administrator. Direct supervision is exercised over the work of subordinates. Does related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees, develops, and implements plans for the extension, improvement and maintenance of the County properties;  
Supervises the purchase and replacement of all equipment and materials;  
Directs the operation of all Department of Public Works' employees;  
Oversees the conduct of engineering studies and counsels Town Highway Superintendents on their engineering programs;  
Oversees inspection of roads and bridges and investigates complaints regarding road condition, ordering necessary corrections;  
Oversees and provides advice and technical information to the County Board of Supervisors on a wide range of engineering issues, sewer and water facilities, construction and maintenance of County highways and maintenance and operation of all County Parks and recreational facilities;  
Prepares and monitors the departmental budgets and sets departmental goals and projects;  
Oversees a detailed vehicle and equipment maintenance program;  
Develops and implements a work record system to accurately monitor the labor and equipment costs of various projects and departmental functions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the methods and procedures involved in the initial planning and development of major public works and facility programs. Thorough knowledge of strategic fiscal management, capital and operating budgets' staff development, and employee relations skills. Has working knowledge of technical issues.

MINIMUM QUALIFICATIONS: Bachelor's Degree plus six years progressively responsible experience in public administration or comparable field including project management and leadership experience.

The successful candidate will lead a 100+ member team serving the public in highway, waste water management, facilities management parks, recreation, and fleet management.

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CLASSIFICATION: UNCLASSIFIED