

GENESEE COUNTY

DEPUTY COMMISSIONER OF PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS: Acts for and in place of the Highway Superintendent in their absence. Assists with the design, planning, scheduling and direction of the construction and maintenance activities of the highway department.

TYPICAL WORK ACTIVITIES:

Develops and engineers plans and specifications for road realignments and bridge replacements and repairs;
Establishes multi-year capital and operation and maintenance programs;
Develops and implements a comprehensive human resource and highway safety plan;
Locates material stockpiles and scheduling equipment;
Administers private maintenance contracts;
Secures federal and state funding and administers pass-through projects;
Coordinates and approves municipal (town and village) highway construction;
Negotiates collective bargaining agreements and grievances;
Prepares multi-million dollar annual budget and controlling expenses; and implements all state and federal rules, regulations, laws, specifications and guidelines.
Enforces and ensures safety and health standards;
Monitors equipment and materials for defects;
Schedules routine safety checks, holds safety meetings and directs supervisors on the job;
Coordinates department safety plan and heads up department safety committee;
Assists with the maintenance of the Genesee County Airport; duties include; scheduling facility maintenance and repairs; scheduling snow and ice removal operations, monitoring summer maintenance; administering private contracts; enforcing rules, regulation and minimum standards; coordinating with state and federal agencies; filing notice to airmen;
Schedules and coordinates projects;
Manages resources to ensure successful completion of jobs;
Coordinates utility stakeouts;
Provides notification to public officials, media and interested parties; obtains materials and schedules quarry operations;
Monitor the operation and maintenance of the Road Machinery Fund; duties include: preparing specifications for the purchase of new vehicles and equipment; and approving repairs.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL

CHARACTERISTICS: Ability to direct multi-faceted operations and maintenance activities involving several branches, departments and agencies. Knowledge of the collective bargaining process and experience with unions. Ability to understand and implement New York State Department of Transportation Standard Specifications, New York State and Federal Highway, Aviation, Environmental and Safety Regulations and a multitude of technical recommendations regarding airfields, water utilities and highway equipment, materials and infrastructure. Knowledge and experience with developing a complex annual budget and executing action plans to meet departmental needs.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, and talk and hear. The employee is occasionally required to stand, and to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus and make visual observations of clients.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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MINIMUM QUALIFICATIONS:

1. Possession of an Associate's Degree from a regionally accredited or NYS registered college or university in Construction Management, Engineering, Engineering Technology or related field; AND Nine (9) years full-time paid experience in one or more of the following positions/fields: Project Manager; Design Engineer; Construction Superintendent/Management; Engineering Manager; Construction Inspector/Inspection; Public Works Administration; Highway Supervisor, Highway Superintendent, Public Administration and Finance.

OR:

Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education AND eleven (11) years full-time paid experience in one or more of the following positions/fields: Project Manager; Design Engineer; Construction Superintendent/Management; Engineering Manager; Construction Inspector/Inspection; Public Works Administration; Highway Supervisor, Highway Superintendent, Public Administration and Finance.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession of a valid NYS driver's license.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Special Requirements for Appointment: Successful completion of a background investigation may be required prior to appointment.

Exempt Class – 4/25/24
Updated 8/1/24, 4/30/25

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.