

**DEPUTY COMMISSIONER OF PUBLIC WORKS - ENVIRONMENTAL SERVICES  
(Town of Union)**

**DISTINGUISHING FEATURES OF THE CLASS:** Under the general direction of the Commissioner of Public Works, the incumbent plans, prepares, implements, coordinates and reviews the refuse and recycling collection, sewer and wastewater system maintenance, and buildings and grounds maintenance divisions for the Town of Union to ensure a safe and secure environment for all Town residents. Supervises the work of all division employees. This position has authority to act for and in place of the Commissioner of Public Works within the assigned areas of responsibility. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Establishes, directs and supervises the operation of the refuse, recycling, yard, construction and demolition waste programs and facilities;

Establishes, directs and supervises the operation of the wastewater facility;

Establishes, directs and supervises the buildings and grounds repair, maintenance and operation program;

Prepares, directs, controls and accounts for the fiscal operations of the division;

Attends municipal and community meetings as the representative of the division;

Schedules and oversees the work of employees in the Environmental Services division;

Addresses citizen's complaints and formulates solutions regarding the refuse and recycling, wastewater and buildings and grounds services provided;

Makes cost estimates for building repair and maintenance;

Prepares and presents a variety of reports.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of current practices used and the equipment required in the maintenance of buildings and grounds;

Thorough knowledge of current practices used and the equipment required in the collection of refuse, recycling, yard and demolition materials;

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Thorough knowledge of the current practices used and the equipment required in the operation of a wastewater treatment facility;

Good knowledge of the principles of supervision and administration management;

Good knowledge of budget formulation and cost effectiveness measures;

Ability to plan, layout and direct the work of others;

Ability to establish cooperative relationships with staff, public officials and the general public;

Ability to prioritize projects and insure completeness within the scheduled time;

Ability to prepare and present a variety of reports;

Ability to communicate effectively both orally and in writing;

Willingness to respond to emergency situations;

Tact;

Accuracy,

Initiative;

Integrity;

Dependability;

Resourcefulness.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Environmental Studies or closely related field and five years experience in the operation of a refuse and recycling program, sewer and wastewater treatment plant, and/or building and grounds repair and maintenance, two of which included supervisory responsibility; OR
- B) Graduation from high school or possession of a high school equivalency diploma and nine years of experience as described in A above, two of which included supervisory experience; OR
- C) An equivalent combination of training and experience as described by the limits of A) and B) above.