

COMMISSIONER OF PUBLIC WORKS-TOWN OF UNION

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the administration of the Town of Union's Department of Public Works which includes the divisions of Highway, Recreation, Parks, Codes & Ordinances, Environmental Services, Occupational Safety & Health, and Engineering. Work is performed under the general direction of the Town Board with wide leeway allowed for the exercise of independent judgment in carrying out the policies and objectives of the department. Administrative supervision is exercised over all department employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Organizes, supervises and directs the Department of Public Works;

Represents the Town of Union in matters related to the Department of Public Works which are of public interest;

Prepares annual departmental budget and resolves budget related problems;

Confers with the Town Board on matters concerning major departmental activities;

Develops departmental policy, programs and regulations for the Department of Public Works and presents these to the Town Board for its approval;

Recommends competent, qualified employees to perform the functions of the Department of Public Works to the Town Board;

Reviews plans, budget estimates and proposed ordinances and regulations submitted by division heads;

Directs and reviews personnel administration activities of The Department of Public Works and makes related decisions ;

Directs and reviews purchasing activities of each division of the Department of Public Works and makes related decisions;

Prepares and presents a variety of reports.

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

Comprehensive knowledge of the principles and practices of

administration and supervision;
Thorough knowledge of applicable codes, laws, rules and regulations governing engineering design, construction and maintenance procedures;
Good knowledge of the principles and practices of construction and maintenance of municipal facilities and public work projects;
Ability to plan, control, direct, organize and coordinate a wide variety of functions simultaneously;
Ability to supervise and direct the work of others;
Ability to deal effectively with the public and private sectors;
Ability to analyze the components of a department and identify and remedy problem areas;
Ability to communicate effectively, both orally and in writing;
Ability to prepare a budget and various reports requested by the Town Board;
Resourcefulness;
Initiative;
Integrity;
Good judgment;
Tact.

MINIMUM QUALIFICATIONS*: The Commissioner shall be appointed by the Town Board on the basis of their administrative experience and their qualifications for the duties of the office.

*In accordance with Chapter 48.1 of the Town of Union Charter (amended May 20, 1981 by Ordinance number 81-3).

R1016 5/24/11

Pending: Unclassified