

DEPUTY COMMISSIONER OF PUBLIC WORKS-DIVISION OF ENGINEERING

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Public Works and as the Director of the Division of Engineering the incumbent plans, directs and supervises the design and construction of all engineering projects under the jurisdiction of the Department of Public Works; consults with and advises the Commissioner, Budget Director and other County officials in determining which capital and non-recurring repair and replacement projects best meet the need of the County.

This position involves acting for the Commissioner within the assigned areas of responsibility. Supervision is exercised over a large number of professional and technical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Collaborates with the Commissioner in determining whether the design and/or supervision of construction of projects should be conducted by the Engineering Division staff or by an outside consultant;

Directs and coordinates the work of engineering consultants;

Directs through the division staff, field surveys or other investigations required preparatory to the design of a project;

Formulates general project plans and procedures and directs the design and preparation of contracts;

Confers with State or municipal authorities as required, in relation to design as it is affected by State projects or by local conditions;

Directs procedures relating to the letting of contracts and reviews bids received, making recommendations for action to the Commissioner;

Directs the administration and inspection of all construction projects;

Reviews capital project requests as to adequacy, feasibility, cost, and proper timing;

Conducts studies and prepares preliminary estimates to determine project feasibility;

Develops and administers organizational and administrative procedures designed to maintain divisional activities on an efficient and effective basis;

Prepares the annual budget for the Engineering Division and submits to the Commissioner with appropriate supporting materials.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of civil engineering principles and practices including highway, building and mechanical systems construction and maintenance;

Thorough knowledge of administrative techniques and practices with particular reference to field staff located in widely separated areas and to relationships between contractors,

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public agencies and the general public;

Good knowledge of the principles and practices of budgeting and financial record keeping, personnel administration, supervision, and administrative control;

Ability to plan, lay out and direct the work of others effectively and to work cooperatively with related firms, agencies and personnel;

Ability to think analytically in the solution of both administrative and engineering problems;

Good judgement in engineering and administrative matters and in determining the public good as opposed to engineering perfection;

Tact in dealing with contractors, the general public and subordinates;

Resourcefulness;

Initiative;

Integrity;

Physical condition commensurate with the demands of the job.

***MINIMUM QUALIFICATIONS:** Possession of a New York State Professional Engineer's License.

*In accordance with the Broome County Administrative Code.