

Jurisdictional Class: Unclassified
EEO Category: Officials/Administrative
Revised: 03/14/2023

COMMISSIONER OF PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS: This is responsible supervisory work involving the use of mature judgment and supervisory ability. The incumbent works under the administrative direction of the County Executive. The work is reviewed in a general way for adherence to Departmental policies. The Commissioner of Public Works exercises direction over the Division of Engineering, Reforestation, Highways and Bridges, Buildings and Grounds. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares Departmental budget and confers with County Executive in formulating the Public Work's improvement programs;
Furnishes technical advice to Deputy Commissioners, the County Executive and County Legislature concerning public works concerns;
Supervises the design of public works projects and cooperates with contractors and engineers in the design of such projects;
Directs the maintenance of sanitary and storm sewers;
Follows up Departmental activities through periodic reports of subordinates and by inspections;
Directs and supervises the repair and maintenance of street, curbs, gutters, buildings and related equipment;
With Deputies, plans the activities and sets standards of performance;
Directs subordinates in charge of the various phases of the department, and gives them specific orders and discusses work progress;
Assists in the development of plans and specifications for all supplies, materials and equipment to be used in the work;
Establishes departmental policies;
Meets with the County Executive, Legislators, employees, contractors, and the public, regarding matters related to the Department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of modern principles and practices of public works administration; knowledge of the principles and practices of civil engineering, as applied to the administration of diversified public works activities; thorough knowledge of the laws and regulations relating to Departmental activities; demonstrated ability to direct and supervise public works activities on a large scale, and in a coordinated manner; ability to establish and maintain effective working relationships with subordinates, other municipal officials, agencies and the public; initiative and resourcefulness in handling general public works problems.

MINIMUM QUALIFICATIONS: Appointed based on administrative experience and other such qualifications, as the County Executive may determine appropriate.

SPECIAL REQUIREMENT: Candidate must be a resident of Oneida County at the time of appointment and maintain residency throughout appointment.

Adopted: 01/28/1982
Revised: 01/19/1995, 03/14/2023