



SENECA COUNTY

AN EQUAL OPPORTUNITY EMPLOYER

CIVIL SERVICE OPPORTUNITIES



**Commissioner of Public Works
Salary Range \$74,000 -
\$97,191 based on experience**

Full benefits package including NYS Retirement

Seneca County's residency requirement for acceptance of applications has been waived for this position. Due to the position's status as a Public Officer, incumbent will be required to reside in Seneca County.

PUBLIC SERVICE LOAN FORGIVENESS: College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Seneca County. Additional information is available at <https://studentaid.ed.gov/sa/sites/default/files/public-service-loan-forgiveness.pdf>.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's degree in civil engineering and six (6) years of full-time paid professional engineering experience, one (1) year of which has been in a supervisory and managerial capacity.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Eligibility for Professional Engineers (PE) License at time of application; possession at the time of appointment. PE License must be maintained throughout employment.

Possession of a valid New York Driver's License is required, and must be maintained throughout employment.

**APPLICATIONS MAY BE OBTAINED FROM AND RETURNED TO:
SENECA COUNTY PERSONNEL OFFICE,
1 DI PRONIO DRIVE, WATERLOO, NY 13165**

Applications Accepted Up To:
September 15, 2017
Or Until Position Is Filled

FOR FURTHER INFORMATION, PLEASE SEE REVERSE SIDE.....

DISTINGUISHING FEATURES OF THE CLASS:

The Commissioner is responsible for the administration of the Division of Public Works. Directs and controls the construction, installation, maintenance, repair and cleaning operations of the county Highway Department. Plans, directs and controls the use and maintenance of public works equipment. Directs and provides oversight for the operations of the Facilities, Code Enforcement, Water & Sewer, Weights & Measures and Recycling Departments. The Commissioner is responsible for providing professional engineering advice and oversight on all County matters related to public works. Directly reports to the County Manager with considerable leeway allowed for the use of independent judgment in carrying out the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Serves as the County Highway Superintendent;
Establishes annual and long term goals and objectives for Public Works;
Directs the construction, alteration, demolitions, maintenance, repair and custodial care of all buildings, highways, bridges, docks, parks and recreation facilities, and related public property controlled by the County;
Directs the construction, operation, maintenance and repair of municipal water distribution and wastewater collection lines;
Directs equipment maintenance and repair programs;
Oversees the design of construction projects, reviews engineering designs and makes recommendations to the County Manager.
Manages the competitive bidding process; request-for-information, request-for-qualifications, and request-for-proposals.
Reviews bids and contracts for engineering, architectural, and other technical project support;
Oversees the preparation and administration of purchase specifications, budgets, department activity records, reports, resolutions, and performance metrics;
Develops operating and capital budgets for the Division of Public Works;
Administers agreements between the State, County, Towns, and Villages for shared services;
Negotiates the purchase of property right of ways;
Directs corrective actions where necessary to complete projects on time and on budget;
Confers with State and Local officials on highway and building problems within the County;
Studies law and regulations to maintain compliance on highway, buildings or other projects;
Ensures that custodial work meets quality and frequency performance standards;
Coordinates the various functions of the Public Works Department to maximize fiscal and operational efficiencies.

FULL KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of principles and practices of public administration; thorough knowledge of budgetary process; good knowledge of equipment used in public works activities; good knowledge of street maintenance and construction activities; good knowledge of maintenance and repair of public buildings and parks; ability to plan, direct, supervise and evaluate the performance of a public works staff; ability to prepare specification for the purchase of equipment and the completion of construction projects; ability to establish and maintain satisfactory working relationship with others; good judgment; physical condition commensurate with the demands of the position.

Issued: August 31, 2017