

ACOMMISSIONER OF PUBLIC WORKS

GENERAL STATEMENT OF DUTIES: The Commissioner of Public Works is responsible for the management and oversight of all undertakings and personnel in the following City sub-departments: Beach Maintenance, Municipal Building, Sanitation, Sewer Maintenance, Street Maintenance, Water Pollution Control, Water Purification and Water Transmission. Additionally, the Commissioner is responsible for all activities relating to City infrastructure as well as municipally owned operated buildings and facilities. This position requires a multi-disciplined background with knowledge and experience in the areas of public sector management, inter-governmental relations, union-management relations, and substantive experience in one or more of the sub-departments listed above. The position requires the Commissioner to serve as the City's coordinator in all environmental matters, including serving as the City's primary liaison with regulatory agencies such as the New York State Department of Environmental Protection and the Federal Emergency Management Agency.

DISTINGUISHING FEATURES OF THE CLASS: This position requires daily management and oversight of all City agencies dealing with maintenance and improvement of public properties, assets, and facilities. Coordination is a key element of the position, as major weather events require a rapid and coordinated response from all sub-departments. Additionally, the incumbent must maintain constant communication with all federal, state and local regulatory agencies, the public, local interest groups as well as elected and appointed officials. The Commissioner assist other departments in the evaluation of their technical needs and problems. The position requires a person with a demonstrated ability to cut costs and enhance efficiency in a public sector and/or unionized workforce. Additionally, the incumbent must exhibit leadership traits consistent with those required in crisis-type situations that may periodically arise. Supervisory and communication skills are essential.

EXAMPLES OF WORK: (Illustrative only)

- Oversee a staff of clerical and technical personnel coordinating public maintenance and improvement projects;
- Transact with union officials and members to promote productivity among workers;
- Maintain strict adherence to budget while incurring the least possible amount of overtime;
- Coordinating subordinates' activities in order to realize cost-savings wherever possible;
- Coordinate with purchasing department on bids for goods and services;
- Assists in obtaining and administering grants and other government funding;
- Brief City Manager, the City Council, community interest groups, and members of the public on the status of such projects;
- Coordinate and serve as liaison to all compliance and regulatory agencies;
- Act as liaison with the public on technical matters and activities of all sub-departments listed above;
- Serve as the City representative in all environmental matters.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Project management experience skills with emphasis on completing projects within or under budgetary limits. Coordination of personnel and communication skills are paramount. The ability to effectively manage and oversee both a clerical and technical staff as well as consultants and/or contractors is required. Oral and written communication skills are essential in every facet of the position. The Commissioner must be self-motivated and crises-oriented with the capabilities to act calmly, rationally, and decisively under pressure. Ability to manage and oversee public sector staff and function effectively in a unionized workforce, while adhering to budgetary limitations.

ACCEPTABLE EXPERIENCE AND TRAINING: A high school diploma with three (3) or more years upper-level, public sector management and/or supervisory experience in varied settings, two (2) of which should involve (or partially involve) the general type of work conducted by one or more of the sub-departments set forth above.