

TOWN COMMISSIONER OF PUBLIC WORKS

Department: Public Works
Classification: Unclassified
Specification Number: 3600
Approved: 6/22/23
Revised: By JG

MINIMUM QUALIFICATIONS

There are no qualifications for this title as it is in the Unclassified class.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this title is the Department Head of Public Works. The Commissioner has the authority to appoint and remove all employees of the Department and the responsibility for the overall administration, planning and coordination of programs and operations of the Department. The Commissioner is responsible for the supervision of subordinate personnel in their performance and adherence to regulations and policies. In performing the duties of the position, the Commissioner exercises a considerable amount of independence in judgment and initiative. The work is reviewed through conferences and reports by Town Board. Does related work as required.

TYPICAL WORK ACTIVITIES

- Appoints and removes all employees;
- Plans, supervises and implements the overall programs of road maintenance, automotive maintenance, tree trimming, drafting and sign painting;
- Oversees the construction, repair, maintenance, and snow removal for all town roadways, streets, sidewalks, bridges and municipal parking areas, drains, and drainage structures;
- Oversees the repair and routine maintenance service of all Town vehicles;
- Recommends departmental procedures, policies, regulations or ordinances;
- Assists in the preparation, presentation and control of the Department's annual budget and fiscal policies;

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Extensive knowledge of the Department programs, functions, activities, policies and regulations; thorough knowledge of the principles of office management, supervision, and application; ability to gather, assemble and evaluate facts and evidence as well as arrive at sound and logical conclusions; ability to delegate authority and to plan; ability to supervise the work of others in a manner conducive to full performance and high morale; ability to express oneself clearly and concisely, both orally and in writing; physical condition commensurate with the demands of the position.