

# **DEPUTY TOWN COMMISSIONER OF PUBLIC WORKS**

**Department: Public Works**  
**Classification: Exempt**  
**Specification Number: 3610**  
**Approved: 6/22/23**  
**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

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

## **DISTINGUISHING FEATURES OF THE CLASS**

Acts for and in place of the Commissioner of Public Works. The Deputy Commissioner assists the Commissioner with the administration, planning and coordination of programs and operations of the Department. The Deputy Commissioner is responsible for assisting with the supervision of subordinate personnel in their performance and adherence to regulations and policies. In performing the duties of the position, the Deputy Commissioner exercises a substantial amount of independence in judgment and initiative. The work is reviewed through conferences and reports by the Commissioner of Public Works. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

Acts for and in place of the Commissioner;  
Assists in the planning, supervising and implementing of the overall programs of road maintenance, automotive maintenance, tree trimming, drafting and sign painting;  
Assists in the overseeing of the construction, repair, maintenance, and snow removal for all town roadways, streets, sidewalks, bridges and municipal parking areas, drains, and drainage structures;  
Assists in the oversight of the repair and routine maintenance service of all Town vehicles;  
Helps the Commissioner carry out departmental procedures, policies, regulations and ordinances;  
Assists in the preparation of the Department's annual budget.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Comprehensive knowledge of the Department programs, functions, activities, policies and regulations; excellent 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.