

Civil Division: Oneida County Government
Jurisdictional Class: Exempt
EEO Category: Officials & Administrators
Reviewed: 03/28/17

DEPUTY COMMISSIONER OF PUBLIC WORKS (HIGHWAYS & BRIDGES)

DISTINGUISHING FEATURES OF THE CLASS: This is responsible supervisory work involving the use of mature judgement and supervisory ability in planning and supervising bridge, highway construction and maintenance activities. The incumbent works under the administrative direction of the Commissioner of Public Works. The work is reviewed in a general way for adherence to departmental policies. Supervision is exercised over subordinate personnel. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises the construction and maintenance of highways and bridges;
Prepares departmental budget and confers with Commissioner of Public Works in formulating capital improvement program;
Follows up departmental activities through periodic reports of subordinates and by inspections;
Directly supervises subordinates in charge of the various phases of the work, and gives them specific orders, discusses work progress and ascertains the amount of materials and supplies needed;
Inspects the various jobs in process and makes recommendations for changes in practices;
Assists in the development of plans and specifications for all supplies, materials and equipment to be used in the work;
Keeps records and prepares reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of modern principles and practices of public works administration; good knowledge of the principles and practices of civil engineering, as applied to the administration of highway and bridge activities; good knowledge of the laws and regulations relating to divisional 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 agencies and the public; initiative and resourcefulness in handling general problems.

MINIMUM QUALIFICATIONS: Appointed on the basis of administrative experience, and other such qualifications, as the Commissioner of Public Works may determine appropriate.

Adopted: 01/28/82
Revised: 06/12/92
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