

## GENESEE COUNTY

### DIRECTOR OF PUBLIC WORKS (HELP Program)

#### (City of Batavia)

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important administrative position involving responsibility for planning and directing the activities as well as the proper and efficient conduct of the Department of Public Works which includes the Bureau of Engineering and Inspection, Bureau of Water and Wastewater, and the Bureau of Maintenance. Work is performed under the general supervision of the City Manager with wide leeway for the exercise of independent decision within prescribed limits. Supervision is exercised over the work of all subordinate personnel. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

Responsible for the overall administration of the Bureau of Maintenance, Bureau of Water and Wastewater, and Bureau of Engineering and Inspection;

Plans, organizes, controls, integrates and evaluates the work of the Public Works Department; develops, implements and monitors long-term plans, goals and objectives focused on achieving the City's mission and Council priorities; directs the development of and monitors performance against the annual department budget; manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards;

Plans, organizes, directs and evaluates the performance of Public Works staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; advises City Manager of disciplinary action and addresses performance deficiencies in accordance with the City's personnel rules and policies;

Integrates and directs the efforts and results of supervisors and staff engaged in the maintenance and repair of the City's public works, streets, sewers, parks, buildings, water and sewer treatment plants, pumping stations water distribution and wastewater collection system infrastructure;

Advises the City Council, City Manager, citizen groups, individuals, contractors and others on departmental issues; assembles necessary resources to solve a broad range of programmatic and service delivery problems in the delivery of public works services; assists in the preparation of new City ordinances and the revision of existing ordinances;

Oversees and directs the Bureau of Inspection to ensure all New York State and municipal codes are enforced by City's code enforcement staff. Provides support and direction to staff and board members regarding issues involving the Planning and Development Committee, Zoning Board of Appeals and Historic Preservation Commission. Consults with City Attorney when needed;

Coordinates, reviews and approves the work of the City's contracted engineers and a wide variety of independent service providers, including traffic engineers, environmental engineers, consultants, public works maintenance and construction contractors, water and sewer maintenance and construction contractors, tree maintenance contractors and others;

Monitors developments related to public works matters, evaluates their impact on City operations, and implements policy and procedure improvements;

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### **TYPICAL WORK ACTIVITIES CONT'D:**

Represents the City in negotiations with other agencies, utilities, groups and individuals on a wide variety of issues pertaining to public works and public utilities;

Represents the department at a variety of meetings both within and outside of the city; develops and maintains effective working relationships with municipal, county, state and federal officials and agencies to ensure compliance with all laws and regulations affecting the work of the department;

Develops specifications, bid documents and estimates for a variety of public works projects on streets, sewers and water systems; recommends contract awards, negotiates contract provisions and coordinates, reviews and approves contractor's performance;

Oversees project management for the construction of the municipal public works projects and other assigned projects to ensure contractor compliance with time and budget parameters for the project. Manages and oversees the design, construction, contract administration and maintenance of public works projects;

Responsible for the development (and update) and implementation of the Capital Infrastructure Plan (CIP), Equipment Replacement Plan (ERP), Parking Lot/Sports Surface Management Plan and other operational plans involving the City infrastructure systems;

Reviews and advises on development plans and permits for work in City rights-of-way.

Attends meetings and conferences to assist in the formulation of policy relating to departmental activities.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the principles, procedures and equipment used in the construction, operation and maintenance of streets, sewers, water distribution systems and other related public works activities; good knowledge of federal, state and local laws and ordinances governing the construction of streets and other municipal installations; demonstrated ability to plan and direct the work of others; ability to prepare, read and interpret plans, blueprints, specifications; ability to maintain records and prepare detailed reports; thorough knowledge of geographical information systems and computer aided design; ability to follow complex oral and written directions; ability to get along well with others; initiative, resourcefulness; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

**EITHER:**

- A. Possession of a Bachelor's Degree in Public Administration, Business Administration, Civil Engineering or closely related field and two (2) years of full-time paid experience in a public administration/management position with budgeting and project management experience;

**OR**

- B. An equivalent combination of training and experience as defined above.

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**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Non-competitive class  
Adopted 7/26/24-12/31/24

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.