

COMMISSIONER OF PUBLIC WORKS

Town of North Hempstead (located in Manhasset, NY)

GENERAL STATEMENT OF DUTIES

The Commissioner of Public Works is responsible for planning, administering and directing the operation of complex and diversified public works programs, projects, and facilities; performs related duties as required.

COMPLEXITY OF DUTIES

Under administrative direction, the duties include formulating and administering departmental policy. The Commissioner also directs and coordinates the activities of subordinate administrative personnel.

TYPICAL DUTIES

1. Formulating policy, plans and procedures for all public works provisions.
2. Plans, directs and coordinates the activities of subordinate administrative and supervisory personnel.
3. Plans, directs and reviews public works projects of all divisions and departments.
4. Plans, reviews, and recommends public works construction, plans, specifications, contracts, changes, and final acceptance.
5. Directs the maintenance of records and the preparation of reports
6. Prepares and presents departmental expense and capital expenditure budgets.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES

1. Extensive knowledge of the principles, practices, and procedures involved in planning, directing and operating complex and diversified public works programs, projects and facilities.
2. Extensive knowledge of public administration and budgetary practices and procedures.
3. Ability to establish and maintain effective relationships with officials, associates and the public.
4. Ability to communicate effectively and concisely both orally and in writing.
5. Ability to maintain records and prepare reports.
6. Ability to plan and direct the activities of subordinates.
7. Ability to develop objectives and programs for the implementation of specific legal requirements.

MINIMUM QUALIFICATIONS

Education, Training and Experience: (1) Graduation from an accredited or registered college or university with a degree in engineering and seven years of satisfactory experience in engineering, including four years in an administrative, staff or supervisory capacity or (2) satisfactory equivalent combination of training and experience. Three years in governmental service is preferred.

Possession of a professional engineer's license issued by the State of New York preferred.

Interested parties should email a cover letter and resume to Commissioner of Human Resources Bob Weitzner at:

careers@northhempsteadny.gov

Salary \$155,000