

## DIRECTOR OF PUBLIC WORKS (City of Olean)

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for planning, coordinating and directing overall public works activities. The work is both administrative and technical in nature and is performed under administrative direction in accordance with existing laws, regulations, objectives and policies formulated by the City Council. Considerable leeway is allowed for the use of independent judgment in planning, coordinating and carrying out public works projects and programs. The work is reviewed through conferences and reports. Supervision is exercised over the activities of all subordinate public works employees. Acts as contract administrator for Department of Public Works related work. Coordinates with Federal, State, County, and other local government agencies to assure Department of Public Works activities are in conformance with pertinent laws. The Director of Public Works (City of Olean) does related work as required.

### **Responsibilities**

- Plans and directs the construction of new streets and the reconstruction and maintenance of existing streets, curbing, culverts and bridges;
- Plans and directs the construction of new sewer lines and the reconstruction, maintenance and cleaning of the existing sewer and drainage system;
- Directs the collection and disposal of refuse;
- Plans and directs the maintenance and operation of public buildings;
- Plans and directs the installation and maintenance of traffic signs and street markings;
- Plans and directs street cleaning, snow removal and ice control;
- Plans and directs the maintenance and operation of the Olean municipal airport;
- Plans and directs the maintenance and operation of the Sewage Disposal Plant together with all lift stations in the sewage system and also lift stations used in connection with the dike system and storm water runoff;
- Plans and directs the maintenance and generation of the existing potable water production and distribution system in the City of Olean;
- Plans and directs the maintenance of City owned vehicles and equipment;
- Supervises interactions and communications with Federal, State, County, and other City departments and agencies to assure public works activities are undertaken in conformance with all applicable laws and regulations;
- Plans and directs the water and sewer meter reading related to water and sewer services provided by the City;
- Prepares departmental budget estimates and directs the maintenance of budget control;
- Drafts specifications for and recommends the purchase of equipment, machinery, materials, tools and other supplies;
- Directs the preparation and maintenance of a variety of activity, cost, personnel, statistical and related records and reports;
- Attends meetings and conferences to assist in the formulation of policy relating to public works activities;

- Reviews and adjusts complaints regarding public works projects and activities;
- Plans and coordinates public works programs and projects with other city and public and private activities and functions;
- Plans and directs coordination of city programs with State and Federal programs;
- Acts as contract administrator for public works services and contracts related to construction, maintenance, operations, and provision of public works services.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the practices, techniques, tools, equipment, materials, terminology and safety precautions of street and sewer construction, extension, maintenance and repair; thorough knowledge of the practices, tools, equipment and terminology of refuse collection and disposal, building maintenance, street cleaning, snow removal, ice control; good knowledge of the basic operation of a secondary wastewater treatment plant; good knowledge of the basic operation of a water filtration plant, high capacity water wells and water distribution system and related public works activities; good knowledge of federal, state and local laws and regulations relating to public works activities; good knowledge of the principles and practices of the administration of a public works department; ability to plan, develop, coordinate and carry out municipal public works projects and programs; ability to solve difficult and unusual public works problems; ability to analyze technical public works data, arrive at logical conclusions and present facts and findings clearly and concisely; ability to understand and carry out complex administrative and technical, oral and written directions; ability to get along well with and secure the cooperation of others; ability to train subordinates in public works methods and procedures; sound judgment; initiative and resourcefulness; integrity; dependability; physical condition sufficient to perform the essential functions of the position.

**MINIMUM QUALIFICATIONS:** Possession of a Professional Engineer's license in the State of New York and ten years of progressively responsible experience in administrative and engineering work; including street, sewer, water and building construction.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 11/23/10