

# **DIRECTOR OF PUBLIC WORKS & UTILITIES**

## **Tompkins County**

**Classification:** Competitive

**Labor Grade:** 0

**Approved:** 0

### **MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or New York state registered two year college with an Associates Degree in business or public administration **AND** one year of administrative or supervisory experience in a municipal public works or public utilities department; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma **AND** three years of administrative or supervisory experience in a municipal government office; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **AND** five years of private sector (non-governmental) administrative or supervisory experience; **OR**
- (d) Any combination of training and experience equal to or greater than that specified in (a), (b) and (c) above.

**Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is an important administrative position involving responsibility for overseeing all the public works and public utilities activities of the Village. In addition, a Director of Public Utilities is responsible for the following municipal services or activities: water treatment, sewage treatment, water distribution, storm and sanitary sewer maintenance, and parks. This position differs from those of Electric Utility Supervisor and Working Supervisor in that it involves administrative oversight of department functions rather than supervision of and actual participation in department activities. Work is performed in accordance with general policies and objectives as outlined by the Village Light Board, the Village Water Board and their respective commissioners and commissions, the Mayor and the Village Board of Trustees with considerable leeway permitting the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the work of all employees in the department. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Plans and coordinates the construction, extension, repair and maintenance of streets and roads, storm and sanitary sewers and water lines;
- Plans and coordinates the erection and installation of all electric utility equipment;
- Coordinates the operation and maintenance of the water and sewer treatment plants;
- Coordinates the removal of snow and ice from streets and roads, the care and maintenance of parks and playgrounds and other periodic public works activities;
- Answers and responds to emergency phone calls;
- Maintains property records, department activity records, pole, transformer and meter histories and other department reports;
- Directs the collection of all past due electric, water and sewer accounts;
- Maintains inventory control over the fixed assets of the department;
- Purchases all supplies and materials used by the public work and utilities department and coordinates capital expenditures with the applicable governing bodies;
- Prepares department budgets and information and reports on expenditures as requested by applicable governing bodies;
- Makes recommendations to the Village Board regarding major projects and the associated material, equipment and personnel needs;
- Locates and secures available grants and loans;
- Prepares specifications for bid items;
- Attends regular Village Board meetings.

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

- Thorough knowledge of the operating procedures of an electric utilities department;
- Thorough knowledge of the operating procedures of a public works department;
- Good knowledge of the principles and modern practices of office and personnel management;
- Good knowledge of the safety precautions for department operations;
- Ability to understand and carry out complex oral and written instructions;
- Ability to plan and direct the work of others;
- Ability to work from plans, specifications and blue prints;
- Good judgment in solving both practical and administrative problems;
- Resourcefulness; initiative;
- Physical condition commensurate with the demands of the position.