

Jurisdictional Class: Competitive
EEO Category: Officials & Administrators
Adopted: 01/15/2024

DIRECTOR OF PROJECT MANAGEMENT

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for planning, directing and coordinating projects within the Division of Engineering of the Department of Public Works. Areas of responsibility include the supervision and management of the major projects and assisting the Deputy Commissioner with the daily operations of the department. The position provides engineering and management services for various county owned structures including the evaluation, maintenance, and construction/rehabilitation of county owned buildings, bridges, highways, and culverts. Work is performed in compliance with all governing regulations and policies. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists the Deputy Commissioner of Public Works – Division of Engineering with the daily operations of the Division of Engineering; assumes responsibility for the division in the absence of the Deputy;

Supervises clerical, administrative, skilled and unskilled laborers, professional and semi-professional personnel;

Provides day-to-day direction and oversight of the operation of construction, repair and maintenance of county highways, bridges, and other County-owned infrastructures;

Identifies specific projects and, using engineering judgment, determines whether the scope of work should include maintenance, rehabilitation, or replacement and directs necessary course of action;

May procure or provide detailed design, plan preparation, ROW acquisition, preparation of material specifications and contracts, review of drawings, and oversight of construction crews;

Plans and schedules yearly projects and activities with the other divisions and supervises the design and construction of bridges, roads and other structures;

Evaluates most cost-effective and efficient way to achieve the project goals and determines methods and materials that are most suited for particular projects;

Performs project monitoring on all engineering projects to assure that all contracted vendors and contractors are meeting all requirements of contract specifications and are working within contract timeframes and cost parameters as defined in the contract;

Acts as liaison officer to Federal Government on federal contracts to ensure protection of the county;

Develops and writes specifications for bid documents, requests for proposals and requests for quotations on projects in the Division of Engineering;

Reviews consultant's plans and specifications for completeness and constructability;

Assists the Commissioner and Deputy Commissioner in the formulation of departmental policy regarding the operation of the Engineering Division;

Establishes design and material standards for County infrastructure and advises Deputy Commissioner on changes in the policy;

Assists the Deputy Commissioner in annual budget preparations;

Prepares reports and maintains records as required;

Performs other duties as assigned by the Deputy Commissioner of Public Works – Division of Engineering.

Continued...

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the current principles, practices and methods used in professional engineering as related to Public Works projects; thorough knowledge of the programs and functions of the Department of Public Works; thorough knowledge of the goals and objectives of the county as related to public works activities; thorough knowledge of public administration principles and practices as applied to the Department of Public Works and engineering programs; thorough knowledge of the structure and function of county and municipal government; thorough knowledge of construction practices and methods used for repair and maintenance of public infrastructure; thorough knowledge of staffing needs and equipment required to perform construction, repair, and maintenance activities; thorough knowledge of safety precautions used in construction; good knowledge of principles and practices of engineering related to building and highway construction; good knowledge of procedures of cost analysis, estimation and budget preparation; ability to supervise the work of others; ability to review and analyze complex statistical data; ability to read and understand blueprints and plans for construction and maintenance projects; ability to prepare contracts and specifications; ability to prepare grant applications; ability to express complex issues clearly and effectively both orally and in writing; ability to meet and deal effectively with others; tact; initiative; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Master's Degree from a regionally accredited or New York State registered college or university in civil engineering, mechanical engineering, environmental engineering, or a closely related field and three (3) years of experience in the design, construction, project management or operation of engineering projects, with at least one (1) of those years being in a supervisory capacity; **OR**
- (B) Possession of Bachelor's degree in civil engineering, mechanical engineering, environmental engineering, or a closely related field and four (4) years of experience in the design, construction, management or operation of engineering projects, with at least one (1) of those years being in a supervisory capacity; **OR**
- (C) Possession of Associate's degree in civil engineering, mechanical engineering, environmental engineering, or a closely related field and six (6) years of experience in design, construction, management or operation of engineering projects, with at least one (1) of those years being in a supervisory capacity.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

NOTE: Degree(s) 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 the degree was awarded by an educational institution outside the United States and its territories, the candidate 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>. Candidates will be required to pay