

DEPUTY COMMISSIONER OF HIGHWAYS & FACILITIES

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work involving planning, directing and coordinating the activities of designated highways and facilities projects to ensure that the goals and objectives of the projects are accomplished within the prescribed timeframes and funding parameters. Duties include review of project proposals and plans to determine timeframes, funding limitations, methods and procedures for accomplishing the projects, including staffing requirements and allotment of resources during the various phases of the projects. The incumbent serves as a liaison between the Commissioner and municipal agencies and project managers and contractors hired by the County. Work is performed under general direction of the Commissioner of Highways and Facilities, and, consistent with the provisions of the Putnam County Charter, an incumbent of this class is authorized to act generally for and in place of the Commissioner of Highways and Facilities. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, directs and coordinates the activities of various facility and highway road projects;
Monitors the progress of various projects, to insure that goals and objectives of projects are accomplished within prescribed timeframes and funding parameters;
Reviews project proposals and plans;
Coordinates the establishment of work plans and staffing for each phase of various projects;
Arranges for the recruitment or assignment of project personnel based upon priorities and needs;
Confers with project staff to insure that work plans and assignments have been established;
Directs and coordinates activities of project personnel to insure projects progress on schedule and within prescribed budget;
Reviews status reports prepared by project personnel and may modify schedules or plans, as necessary;
Prepares project reports for the Commissioner, for other management personnel within the County as directed;
Confers with project personnel to provide any assistance in resolving problems;
Oversees the coordination of project information internally among Highway Department divisions to allow for appropriate communication and follow through;
Attends all project related meetings;

Keeps complete records on on-going projects for ease of reference by the Commissioner of Highways and Facilities and others, as needed;

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of Highways and Facilities Department functions and responsibilities; thorough knowledge of current projects being administered and performed by the Highways and Facilities Department; thorough knowledge of project budgets, plans and proposals; good knowledge of funding sources and funding streams as they relate to each project; good knowledge of record keeping procedures for capital and non-capital projects from conception to completion; good knowledge of municipal boundaries, municipal agencies and municipal officials at the local level; ability to work with County Highways and Facilities personnel, municipal agency leaders, project managers and the general public; ability to give and understand complex oral and written instructions; initiative, tact and courtesy; high degree of accuracy.

MINIMUM QUALIFICATIONS: Either

- a) Associates degree and three (3) years experience in the fiscal, functional or administrative coordination and oversight of construction projects or in government program administration dealing with planning, zoning and/or project funding; or
- b) Graduation from high school or possession of a comparable diploma and five (5) years experience in the fiscal, functional or administrative coordination and oversight of construction projects or in government program administration dealing with planning, zoning and/or project funding; or
- c) A combination of training and experience as indicated in a) and b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.