

## **DIRECTOR OF PUBLIC WORKS (TOWN OF RAMAPO)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is administrative and professional work of a difficult nature involving a responsibility for planning and directing public works activities which includes the divisions of Central Garage, Engineering, Sewers and Solid Waste. The work is performed under the general supervision of the Town Supervisor and Town Board. Supervision is exercised over a substantial number of employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Supervises the overall operation of the Department of Public Works which includes the divisions of Central Garage, Engineering, Sewers and Solid Waste;  
Oversees and participates in the preparation of the budgets for each division;  
Reviews and approves the preparation of bids and major purchases for each division;  
Directs the preparation, review and revision of plans, specifications and designs of proposed engineering projects within the town;  
Formulates policy and program outlines for the department's operation;  
Meets with the Superintendent of Highways in order to coordinate the assignments of personnel and/or equipment to the various divisions for the most efficient delivery of town services;  
Develops recommendations for the Town Board in relation to projects to be undertaken and establishing priorities for same;  
Prepares technical reports and correspondence;  
Represents the department at meetings, conferences, etc., as needed.

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

Thorough knowledge of the principles and practices of civil engineering; thorough knowledge of modern principles, techniques and practices of public works design, construction and maintenance; thorough knowledge of administrative techniques and practices as applied to a public works department; ability to plan, coordinate and supervise the work of others; ability to direct the activities of a large department; ability to express oneself both orally and in writing.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree or higher in Engineering and five (5) years of post-degree engineering experience in municipal public works, street or highway construction, at least two (2) years of which must have been in an administrative or supervisory capacity\*.

**SPECIAL REQUIREMENT:** In accordance with Local Law No. 13-1988 of the Town of Ramapo, the incumbent must be a resident of Rockland County or an adjoining county within New York State.

\*The Ramapo Town Board, by Local Law No. 6 - 1998, adopted in August 1998, deleted the requirement that the Director of the Department of Public Works must be a licensed professional engineer.