



**DEPUTY DIRECTOR OF PUBLIC  
WORKS**

Jurisdiction Class: Competitive  
Civil Division: Village of Penn Yan  
Adopted YCCSC: 7/3/1996  
Revised by PO: 4/2/2001  
Revised by PO: 1/8/2019 *(Re-Classified Title from  
Assistant Director of Public Works)*  
Revised by PO: 7/23/2021

**DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for assisting the Director of Public Works in the day-to-day oversight of the operations of the Department of Public Works and in the absence of the Director acting for and in the place of Director. An incumbent coordinates safety and training programs for public works personnel as well as the Village cross connection control program. The work is performed according to Federal, State and local laws and regulations under the general supervision of the Director of Public Works with considerable freedom allowed for exercising the independent judgement in performing the work. An incumbent may exercise direct supervision over public works department heads and indirect supervision of other subordinate public works personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative only)**

Meets with and communicates with public works department heads to plan and coordinate public works efforts among departments;

May act for and in the place of the Director in the Director's absence including overseeing the construction, installation, maintenance and/or operation of water transmission and distribution systems, wastewater treatment systems, streets, parks, playgrounds and cemeteries and electrical distribution system;

Reads and interprets blueprints and technical drawings as necessary to oversee public works activities;

Administers the work of contractors in connection with the maintenance and improvement of any public asset owned by the Village;

Develops and improves the health and safety training programs for public works personnel including scheduling and record keeping related to training activities;

Coordinates the Village's water and cross connection control program including reviewing and approving new installations and ensuring the annual inspection and testing of back-flow prevention devices;

Collects and analyzes data and prepares a variety of Federal, State and local surveys, reports and questionnaires utilizing a personal computer;

Prepares and reviews purchase specifications, construction and material standards for the Director's final review and approval;

Investigates illegal sanitary sewer connections as well as inflow and infiltration problems and institutes corrective action;

Investigates billing errors and customer complaints and institutes corrective action;

Reports orally and in writing to the Director regarding public works activities;

Attends or represents the Department of Public Works at various local, regional, state and national meetings as required;

Performs related work as required.

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

Thorough knowledge of the principles and practices as well as equipment and materials related to public works activities and projects including construction, operation and/or maintenance of water transmission and distribution systems, wastewater treatment systems, electrical distribution systems, and streets, parks, playgrounds and cemeteries;

Good knowledge of the principles and practices of health and safety issues and training programs related to public works activities;

Good knowledge of modern principles and practices of supervision;

Good knowledge of Federal, State and local laws and regulations related to public works activities;

Good knowledge of required health and safety training related to public works activities including State, regional and local resources available to provide training;

Good knowledge of local geography;

Working knowledge of utility billing procedures;

Working knowledge of office record keeping and basic office equipment;

Ability to supervise the work of others;

Ability to prepare and review purchase specifications, construction and material standards;  
Ability to prepare oral and written reports including reports involving collection and analysis of data;  
Ability to read and interpret blueprints and technical drawings;  
Ability to communicate effectively both orally and in writing;  
Ability to form and maintain effective working relationships with others;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either;

- a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Engineering or closely related field and three (3) years of experience in the construction, installation, maintenance and/or operation of water transmission and distribution systems, wastewater treatment systems, streets, parks, playgrounds and cemeteries and electrical distribution system, one (1) year of which involved supervision; OR
- b) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Engineering Science, Engineering Technology, Construction Technology, or closely related field and five (5) years of experience as stated in (a), one (1) year of which involved supervision; OR
- c) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of experience as stated in (a), one (1) year of which involved supervision; OR
- d) An equivalent combination of education and experience as defined by the limits of (a), (b), and (c) above.

**SPECIAL REQUIREMENT:**

Possession of a valid NYS driver's license at time of appointment and maintenance of such license throughout the tenure of employment