

NOTICE OF UPCOMING JOB VACANCY

TITLE: Director of Public Works

DEPARTMENT: Public Works

NUMBER OF VACANCIES: One (1)

Salary is commensurate with experience

Residency Requirement: Must be a resident of the City of Niagara Falls, NY within 6 months of appointment

DISTINGUISHING FEATURES OF THE CLASS: This is responsible administrative work involving responsibility for planning, organizing, directing and coordinating the functions and operations of the various divisions of the City's Department of Public Works as prescribed by the City Charter, City Council and City Administrator. The incumbent in this class, through a Deputy Director and Supervisors is responsible for overseeing the activities comprising street construction, repair and maintenance; central trades; traffic engineering; youth bureau and recreation, automotive equipment maintenance and repair; maintenance of all City parks and recreation areas, including the golf course, facilities and equipment; also the maintenance of all municipal buildings and properties and other activities as assigned. General direction is received from the Mayor or City Administrator with considerable latitude for independent professional judgement. The work is reviewed through conferences, observation of results, and reports. The Director of Public Works performs related work as required.

TYPICAL WORK ACTIVITIES:

Formulates department operating policies;
Develops plans for operation of the department in collaboration with department subordinates;
Prepares department operating budget requests; prepares and submits the capital projects budget;
Directs and supervises the operations of the department and its divisions;
Confers with other department heads, the Mayor, the City Administrator, and Council members on important matters pertinent to public works; confers with civic and taxpayer groups, business organizations, and other groups and individuals;
Conducts department staff meetings and attends meetings of the Council and acts as a member of various boards and committees as required;
Directs personnel administration within the department;
Formulates and implements snow removal plan/procedures;
Responsible for maintenance of various properties (In-Rem); and maintenance and clearing/cleaning vacant lots; oversees weed spraying contracts;
Prepares rules and regulations governing practices, procedures and general operations of the Department of Public Works and divisions thereof;
Responsible for the implementation of such rules and regulations, including discipline of employees.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern management/administrative principles and methods as applied to operations of a large public works department; good knowledge of budget preparation; ability to organize, direct and coordinate the activities of a large diversified department in a manner conducive to full performance and high morale; ability to delegate authority and responsibility and to schedule and program work on a long-term basis; ability to establish and maintain effective working relationships with City officials, employees, officials of other governmental jurisdictions, contractors and the general public; ability to express ideas on issues clearly and concisely, orally and in writing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and five (5) years of administrative and supervisory experience involving extensive public contact;

OR

(B) Graduation from high school or possession of a high school equivalency diploma and nine (9) years of experience as indicated in (A).

