Allegany COUNTY New York

Department of Human Resources & Civil Service

7 Court Street
County Office Building, Rm 216
Belmont, New York 14813
Ph: (585) 268-9212
FAX: (585) 268-9742

Superintendent of Public Works

About the vacancy:
Allegany County is seeking a candidate with the knowledge, skills and characteristics to lead the development and maintenance of a secure and reliable infrastructure in Allegany County. This is a Public Officer* with a term of office, appointed by the Board of legislature. Under the general direction of the County Administrator, directs the operations in all Department of Public Works divisions including Buildings and Grounds, Bridges, County Highway, DPW Administration, Engineering, Road Machinery, Solid Waste and Weights and Measures. Duties and responsibilities require the incumbent to maintain important contacts both within and outside of the organization on all matters pertaining to Public Works. Does related work as required.

Thorough knowledge of civil engineering and a good knowledge of general engineering principles and practices with reference to highway construction, reconstruction and repair, building design and construction, maintenance and repair; thorough knowledge of administrative techniques and practices and to the relationships between contractors, public agencies and the general public; thorough knowledge of the theory and practice of budgeting and financial record keeping and personnel administrative control; ability to plan, lay out and direct the work of others effectively and to work cooperatively with related firms, agencies and personnel; ability to establish and maintain effective working relationships with labor organization employees, union representatives and management; ability to think analytically in the solution of administrative and engineering problems and to make and hold to decisions relating therefrom; ability to meet, speak, and deal effectively with public officials, professional personnel and the general public; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; resourcefulness; good judgment; and tact.

Desired Qualifications: Either:
(a) graduation from high school or possession of a high school equivalency diploma and seven (7) years of experience in public works construction* and/or maintenance work, two (2) years of which must have been in a supervisory capacity including budget responsibility; or

(b) an associate's degree* in Civil Technology, Mechanical Technology or a closely related field and four (4) years of work experience as described in (a), including the two (2) years in a supervisory capacity including budget responsibility; or

(c) a bachelor's degree* in Civil Engineering, Architecture or a closely related field and two (2) years of experience in public works construction and/or maintenance work* in a supervisory capacity including budget responsibility.

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

Special Requirements:
Possession of a valid New York State Class D driver's license at time of appointment and throughout duration of employment.

Public Works Construction and/or maintenance shall be defined to include the following fields of construction and/or maintenance: Architecture, Bridge, Engineering, Facilities, Road, Solid Waste, Water/Sewer and or Weights and Measures.

*Per Public Officers Law Section 3, the successful candidate must be a United States Citizen, at least 18 years old and a resident of New York State and of the specific political subdivision or municipal corporation (Allegany County) where the duties are exercised.

Salary Range: $90,143 to $131,985 annually commensurate with experience and qualifications.

Interested candidates may submit a complete Civil Service application to the Human Resource/Civil Service Department:

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