



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424
www.ontariocountyny.gov ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: 25-030 POSTING DATE*: FROM: 4/3/25 TO: 4/24/25

JOB TITLE: Commissioner of Public Works

2025 RATE OF PAY: \$143,045/yr

LOCATION: Ontario County, Department of Public Works

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

QUALIFICATIONS: County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS (as determined by the Ontario County Administrator):

- A. Possession of a Bachelor's Degree or higher in an Engineering related field and six (6) years of full-time paid, or its part time equivalent, satisfactory experience in civil engineering, project management, or public works field, two (2) years of which must have been in a supervisory and budgetary role; **OR**
- B. Possession of an Associate's Degree in an Engineering related field and eight (8) years of full-time paid, or its part time equivalent, satisfactory experience in civil engineering, project management, or public works field, two (2) years of which must have been in a supervisory and budgetary role.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: In accordance with NYS Public Officers Law Article 2, Section 3, the appointee must be a resident of Ontario County.

Note: Pursuant to Local Law # 5 of 1999, the Commissioner of Public Works shall be appointed to a four-year term.

APPLICATION DEADLINE / LAST FILING DATE*: 4/24/25

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

COMMISSIONER OF PUBLIC WORKS

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS (as determined by the Ontario County Administrator):

- A. Possession of a Bachelor's Degree or higher in an Engineering related field and six (6) years of full-time paid, or its part time equivalent, satisfactory experience in civil engineering, project management, or public works field, two (2) years of which must have been in a supervisory and budgetary role; **OR**
- B. Possession of an Associate's Degree in an Engineering related field and eight (8) years of full-time paid, or its part time equivalent, satisfactory experience in civil engineering, project management, or public works field, two (2) years of which must have been in a supervisory and budgetary role.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: In accordance with NYS Public Officers Law Article 2, Section 3, the appointee must be a resident of Ontario County.

Note: Pursuant to Local Law # 5 of 1999, the Commissioner of Public Works shall be appointed to a four-year term.

DISTINGUISHING FEATURES OF THE CLASS: This is the highest administrative position in the Department of Public Works involving responsibility for the administration and operation of the Bureau of Waste Water Management, the Bureau of Highways, the Bureau of Buildings and Grounds and Parks, and divisions of Fleet Operations, Engineering, and Courier Services. The work involves planning, coordinating, budgeting, supervising and administering the County's infrastructure of Roads, Bridges, Fleet, Buildings and Grounds, and such other duties as assigned by the County Administrator. The work is performed under the administrative supervision of the County Administrator. Exercises general supervision over the various bureaus and divisions in the Department of Public Works. Direct supervision may be exercised over the work of subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Serves as the County Highway Superintendent as the term is used in New York State law, and as such is responsible for the design, construction, improvement, and maintenance of county roads, highways, culverts and bridges;
- Directs various professional, technical, trade and clerical personnel who perform the functions of the Public Works Department;
- Prepares and monitors the annual departmental budget, resolving budget related problems and recommending budget adjustments;
- Consults with officials of local, state and federal governments on matters related to Public Works;
- Demonstrates strong leadership and supervisory skills, oral and written communication skills and management competency;

Continued on Page 2

COMMISSIONER OF PUBLIC WORKS (continued)TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees, develops, and implements plans for the extension, improvement and maintenance of the County properties;

Supervises the purchase and replacement of all equipment and materials;

Oversees the conduct of engineering studies and counsels Town Highway Superintendents on their engineering programs;

Oversees inspection of roads and bridges and investigates complaints regarding road conditions, ordering necessary corrections;

Oversees and provides advice and technical information to the County Board of Supervisors on a wide range of engineering issues, sewer and water facilities, construction and maintenance of County highways and buildings, and maintenance and operation of all County Parks and recreational facilities;

May appoint a deputy to serve in their absence or inability to perform the duties of the position;

Responsible for appointing, supervising, evaluating, disciplining, and removing all employees in the department;

May assign and/or reassign powers and duties of employees within the department in accordance with sound management principles, policies, Civil Service law, and other administrative procedures;

Oversees a detailed vehicle and equipment maintenance program;

Develops and implements a work record system to accurately monitor the labor and equipment costs of various projects and departmental functions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the methods and procedures involved in the initial planning and development of major public works, project management, and facility programs.

Thorough knowledge of the principles and practices of administration and supervision; Thorough knowledge of strategic fiscal management, capital and operating budgets' staff development, and employee relations skills.

Thorough knowledge of New York State Highway Law, applicable codes, laws, rules and regulations governing engineering design, construction and maintenance procedures.

Working knowledge of technical issues.

REVISED: JANUARY 2, 2002; MARCH 20, 2025

JURISDICTIONS: DEPARTMENT OF PUBLIC WORKS

CIVIL SERVICE CLASSIFICATION: UNCLASSIFIED

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES