



# **ONTARIO COUNTY UPCOMING VACANCY - DEPUTY COMMISSIONER OF PUBLIC WORKS**

The County is seeking a highly qualified and experienced professional to serve as Deputy Commissioner of Public Works. This senior leadership position offers the opportunity to play a critical role in the planning, development, and oversight of essential public infrastructure and wastewater management systems.

*Under the general direction of the Commissioner of Public Works, the Deputy is responsible for the overall administration, coordination, and supervision of the Bureau of Wastewater Management. The position requires the exercise of sound independent judgment in directing complex engineering, construction, maintenance, and repair projects, as well as in managing fiscal operations, including budgeting and resource allocation. The Deputy provides leadership to a diverse staff of technical, operational, and administrative personnel, ensuring efficient and effective delivery of services. The role also includes providing technical guidance and support across all divisions within the Dept of Public Works, and coordinating with local, state, and federal agencies to ensure regulatory compliance and program success.*

## **SALARY** **\$126,670-\$134,461**

Benefits include NYS Pension, 3% county contribution to 457b/401a retirement plan, county vehicle and fuel, generous medical and dental plans, 4 weeks' vacation, 11 paid holidays, and 2 floating holidays



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Ontario County  
Dept of Public  
Works -  
Canandaigua, NY

## **MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Civil Engineering AND
- A minimum of six (6) years of progressively responsible civil engineering experience, including at least two (2) years in a supervisory capacity

## **SPECIAL REQUIREMENTS:**

- Eligibility for, and possession of, a valid NYS Professional Engineer (P.E.) license at time of appointment, to be maintained throughout employment.
- Possession of a valid NYS Driver's License at time of appointment, to be maintained throughout employment.

The ideal candidate will demonstrate comprehensive knowledge of civil engineering principles and public works practices, strong leadership and organizational skills, and the ability to effectively manage complex projects and personnel. Excellent communication skills and a commitment to public service are essential.

This is an exceptional opportunity for a motivated professional to contribute to the effective management and long-term development of critical public infrastructure.

## DEPUTY 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: Possession of a Bachelor's Degree in Civil Engineering AND six (6) years of full-time paid experience, or its part-time equivalent, in civil engineering, which at least two (2) years of which must have been in a supervisory capacity.

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 REQUIREMENTS – AT TIME OF APPOINTMENT:

1. Eligibility for a license to practice professional engineering in New York State at the time of application. Possession of a valid New York State professional engineer's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.
2. Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

DISTINGUISHING FEATURES OF THE CLASS: This is a management position primarily responsible for programming, planning, organizing, and directing an assigned Bureau(s) and in public works projects including oversight of the design, implementation, and inspection of a wide variety of construction, maintenance and repair projects. The Deputy Commissioner of Public Works is also responsible for fiscal and budget oversight for any assigned Bureau. The work is performed under the general direction of the Commissioner of Public Works with wide leeway provided for independent judgment. Supervision is exercised over all technical, labor, and clerical staff within an assigned Bureau. Additional supervision responsibilities include providing general technical assistance to all other bureaus and division within the Department of Public Works. In the absence of the Commissioner, the Deputy Commissioner shall act with all appropriate authority over the department, including the power to appoint or remove personnel, and all other duties appropriate to the County Highway Superintendent. Does related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, designs, and carries out public works construction, maintenance and repair projects;  
Assigns and supervises field and office work of subordinates;  
Prepares construction project budgets for the Commissioner of Public Works while setting goals and priorities;  
Reviews the safety of engineering designs for planned public works construction and maintenance projects;  
Prepares plans and specifications for construction materials and supplies;  
Administers state and federal aid programs;  
Pursues, prepares, and oversees grant opportunities and application for other funding sources;  
Conducts long range studies to determine future needs;  
Conducts studies and investigations of accident histories, culvert and bridge hydraulics, soil investigations, and other studies for proposed public works improvements;

DEPUTY COMMISSIONER OF PUBLIC WORKS

TYPICAL WORK ACTIVITIES: (Illustrative only) (Continued)

May assist cities, towns and villages with bridge and highway improvements;  
Supervises the maintenance of public works records;  
Prepares and presents reports on public works activities;  
Works with State and Federal agencies to assure regulatory compliance related to assigned Bureau.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job. Jobs in the Exempt Class, the duties are at the discretion of the appointing authority.*

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

Thorough knowledge of the principles and practices of civil engineering and the sources of engineering information;  
Thorough knowledge of modern methods and techniques as applied to public works construction;  
Skill in conducting engineering research work; initiative and resourcefulness in the solution of engineering problems;  
Ability to organize, plan and lay out working details of public works projects;  
Ability to prepare, interpret, and work from complex engineering drawings;  
Ability to provide others with technical knowledge concerning public works design and construction, both orally and in writing;  
Ability to communicate effectively in English both orally and in writing;  
Ability to plan and supervise the work of others;  
Physical condition commensurate with the demands of the position.

REVISED: NOVEMBER 19, 2001, 3/26/26; 4/13/26

CIVIL SERVICE CLASSIFICATION: EXEMPT

JURISDICTIONS: ONTARIO COUNTY PUBLIC WORKS

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES