



a town for a lifetime
IRONDEQUOIT *New York*

JOB ANNOUNCEMENT

Commissioner of Public Works

\$78,795 - \$112,150

(Salary commensurate with experience)

Irondequoit DPW, 2629 East Ridge Road, Rochester, NY 14622

The Town of Irondequoit is accepting applications for the key management position of Commissioner of Public Works. Candidates must have a proven track record in Public Works with strong skills in management, budgeting, and communication.

If you desire a meaningful career serving the public and your community, join the Town of Irondequoit!

We are committed to our employees' success as they navigate the challenges of balancing work and other demands. We offer health insurance immediately and after six months you are entitled to dental insurance, vacation, and sick leave. Paid holidays, Deferred Compensation plan and membership to the New York State and Local Retirement System are all offered to our full-time employees as we strive to support your well-being, because we care about and invest in you as an employee.

Diversity and Inclusion are Core Values at the Town of Irondequoit

The Town of Irondequoit strives to have employees that represent the community in which we serve. We believe that diversity and inclusion make the Town of Irondequoit better by providing a place where bringing together a variety of perspectives leads to greater innovation and success.

Please refer to attached Civil Service Job Description for more detailed general information.

QUALIFIED CANDIDATES MAY SUBMIT RESUME AND LETTER OF INTEREST TO:

TOWN OF IRONDEQUOIT
DEPARTMENT OF HUMAN RESOURCES
DIRECTOR OF PERSONNEL
1280 TITUS AVENUE, ROCHESTER, NY 14617

POSTING DATE: January 7, 2022

DEADLINE: January 31, 2022

1280 TITUS AVENUE, ROCHESTER, NEW YORK 14617, PHONE: (585) 336-7275, FAX: (585) 336-7282

IT IS THE POLICY OF THE TOWN OF IRONDEQUOIT TO AFFORD EQUAL OPPORTUNITY TO ALL APPLICANTS FOR EMPLOYMENT WITHOUT REGARD TO AGE, RACE, RELIGION, COLOR, SEX, NATIONAL ORIGIN, MARITAL STATUS, AND SEXUAL ORIENTATION, AND TO AFFORD EQUAL OPPORTUNITIES TO INDIVIDUALS WITH A DISABILITY, VETERANS OF THE VIETNAM ERA, AND DISABLED VETERANS IN COMPLIANCE WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS.

COMMISSIONER OF PUBLIC WORKS

Code No.: 6-03-007
UNCLASSIFIED

DISTINGUISHING FEATURES OF THE CLASS: This is a highly responsible administrative position involving the provision, maintenance and construction of public improvements such as waste water plumbing facilities, sewage facilities, drainage facilities, public highways, bridges and buildings. The Commissioner is appointed by the Town Board, and is under the direction and supervision of the Town Board. The Commissioner works in conformance with the rules and by-laws of the Town Board and the plans and policies of departments under the Commissioner's jurisdictions. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directly supervises all accountable department heads within the Commissioner's jurisdiction;

Develops and recommends an operating plan consistent with and designed to implement the policies established by a comprehensive development plan for services under his/her jurisdiction within the authority granted by the rules and by-laws of the Town Board;

Recommends budgets reflecting the current operating and capital needs of the services under his/her jurisdiction;

Provides coordinative and other generally supportive services to departments and other agencies under his/her jurisdiction;

Maintains active channels of communication with the Town Board concerning services under his/her jurisdiction;

Performs additional assignments as directed by the Town Board;

Assists the Town Supervisor in presentations before the Town Board;

Assists in and encourages the development of short-range and long-range policies to serve as guidelines for specific administrative decisions as well as for the evaluation and development of service programs;

Assists in the preparation and development of elements of planning programs related to the services under his/her jurisdiction;

Plans and promotes the integration of services within and among functional service categories; provides supervision over interagency joint service projects and unified service programs;

Assists departments and other agencies in developing and maintaining intergovernmental relationships, including general service agreements, shared services, transfers of functions, joint studies, shared expertise;

Reviews designs, plans, and specifications for public works projects within his/her jurisdiction;

Provides assistance to departments and other agencies for planning budgeting, purchasing, personnel, data processing, and other central management services; evaluates and suggests improvements to the central provision of such services;

Evaluates services provided to the public;

Assists the public in obtaining prompt, efficient services through the development of departmental complaint mechanisms, direct action on individual public inquiries, maintenance of a central complaint file and analyses of complaints, development and utilization of advisory citizens' groups and provision of complete public information on the availability of programs;

May supervise the Building Department.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of the existing organizations of the public works agencies within the Town; comprehensive knowledge of the activities, goals and concerns of the public works agencies; thorough knowledge of the conditions and needs of the community pertaining to public works; thorough knowledge of budget preparation; thorough knowledge of New York State General Municipal Laws; thorough knowledge of New York State Highway Laws; thorough knowledge of the Town Zoning Code; thorough knowledge of the Charter of the Town; good knowledge of the Uniform Traffic Control Devices Manual; good oral and written communication skills; ability to coordinate many complex organizations into systematic relationships; ability to develop and recommend appropriate operating plans and policies; ability to develop and incorporate annual planning programs and development plans; ability to establish productive working relationships with others; ability to speak effectively before various community groups; ability to prepare concise oral and written reports; ability to relate and work closely with community agencies; initiative; good judgment; tact; integrity; health commensurate with the demands of the position.

ADOPTED: March 24, 1983



TOWN OF IRONDEQUOIT
1280 Titus Avenue, Rochester, NY 14617

An Equal Opportunity Employer

(Applications must be completed in full even if attaching a resume. Please print.)

PERSONAL INFORMATION

Date: _____

Name _____ Email _____

Address _____ Phone _____

City _____ State _____ Zip Code _____

Position Desired _____ Full-time _____ Part-time _____ Seasonal _____

Are you currently employed? Y N If yes, may we contact your employer? Y N

Are you over the age of 18? Y N If no, can you supply working papers? Y N

Are you legally eligible to be employed in the United States? Y N
 (Proof of identity and eligibility will be required upon employment.)

Are any of your relatives currently employed with the Town? Y N
 If yes, please state the name of the relative and department: _____

Date available to start work: _____ How were you referred? _____

Have you ever worked for the Town before? Y N

If so, When? _____ Department _____ Job Title _____

EMPLOYMENT HISTORY

Begin with your present or most recent employment, including volunteer work (use an additional sheet of paper if more space is needed).

Name of Employer:	Supervisor's Name, Title, & Telephone #:
Full Address: (Including Street, City, State, & Zip)	Dates employed: From
	Reason for leaving:
Title:	
Describe work performed:	
Name of Employer:	Supervisor's Name, Title, & Telephone #:
Full Address: (Including Street, City, State, & Zip)	Dates employed:
	Reason for leaving:
Title:	
Describe work performed:	

Name of Employer:	Supervisor's Name, Title, & Telephone #:
Full Address: (Including Street, City, State, & Zip)	Dates employed:
	Reason for leaving:
Title:	
Describe work performed:	

Summarize any special skills or qualifications that you have acquired from your employment or other experience:

EDUCATION

School	Name and Address of School	Course of Study	Check Last Year Completed				Did You Graduate?	List Diploma or Degree
			1	2	3	4		
High School			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
College			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Other (Specify)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

REFERENCES: List 3 people who are not related to you and who are familiar with your qualifications for employment:

Name	Address	Telephone	Years Acquainted
1.			
2.			
3.			

IMPORTANT – PLEASE READ AND SIGN

I declare that the statements made in this application (including statements made in my accompanying papers) have been examined by me and to the best of my knowledge and belief are true and correct. Any false statements made may result in termination of employment or removal from eligibility. I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying information to the Town, and I also release the Town from all liability that might result from making an investigation.

Date _____ Applicant's Signature _____

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