

DEPARTMENT: **TOWN OF LOCKPORT**
CLASSIFICATION: **NON-COMPETITIVE APPROVED BY NYSCSC 7/16/2013**
APPROVED: **DECEMBER 21, 2020**

TOWN DIRECTOR OF OPERATIONS

DISTINGUISHING FEATURES OF THE CLASS: This is a high-level administrative, policy-influencing position. The incumbent is responsible for planning and supervising operations and staff of the Town Department of Operations which includes the Town Water, Sewer and Lighting Districts as well as Town parks, buildings, facilities and grounds, excepting the highway garage and facilities. This position will be responsible for developing, implementing and administering policies and proceedings in accordance with local, state and federal requirements. The incumbent acts in a confidential capacity to the Town Supervisor and Town Board in all matters relating to his/her area of operations. The incumbent has authority to supervise, hire and terminate employees under his/her supervision, to prepare proposed budgets, to recommend staffing levels, and to establish hours of work and scheduling of employees. The incumbent shall be involved in policy formulation and shall meet and report frequently with the Town Supervisor and Town Board. He/she shall coordinate with the Town Attorney on legislation, labor issues, bidding and other legal matters. He/she shall coordinate and work with other municipalities for shared services. The incumbent shall have considerable leeway for the exercise of independent judgment and shall directly supervise all Town employees for all operations under his/her supervision. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Provides confidential advice and acts as confidant to the Town Supervisor and Town Board on matters relating to areas of his/her operations, including policies, personnel matters and public relations;
2. Coordinates with the Town Supervisor and Highway Superintendent on allocation of responsibility for various Town functions;
3. Implements and oversees safety, Violence in the Workplace, and Employee Handbook regulations and investigates violations;
4. Supervises daily activities and personnel of the Town Department of Operations including the Town Water, Sewer, Lighting and other districts;
5. Oversees park maintenance, development and activities, and develops park use policies;
6. Oversees financial and business management for the Department of Operations and assigned districts;
7. Oversees budget proposals for the Department of Operations, districts, grounds, buildings and facilities and parks;
8. Develops, coordinates and maintains databases relative to districts, grounds, and facilities and prepares a wide variety of records and reports;
9. Manages operations of all town buildings, except highway garage and facilities;
10. Coordinates with engineers on construction plans and specifications and coordinates construction projects, and inspects or oversees inspection;
11. Involved in negotiation of contracts for labor, engineering and construction;
12. Makes recommendations on user rates;
13. Interacts with the public, addresses public questions and complaints on his/her area of operations, and is responsible for public relations;
14. Hires, trains, supervises, and evaluates Department of Operations personnel;
15. Attends Town Board meetings as required.

CONTINUED

TOWN DIRECTOR OF OPERATIONS CONTINUED

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

Good knowledge of methods and procedures governing the operation and maintenance of wastewater and water collection and distribution systems; good knowledge of facilities and grounds maintenance; good knowledge of the principles, practices, and organization of municipal government administration; good knowledge of procedures used in management and financial analysis; good knowledge of the techniques used in budgeting and procurement; good knowledge of the principles and practices of supervision; good knowledge of federal, state and local laws affecting areas of operations; ability to plan and supervise the work of others; ability to coordinate and initiate administrative structure and planning, including long-range infrastructure facility and workforce planning; ability to maintain confidentiality; ability to work effectively with all staff levels, public officials and the public; ability to formulate and implement policies taking into consideration the consequences of such; ability to compile data and prepare written reports, proposals and work plans; high level of integrity; resourcefulness; sound professional judgment; initiative; honesty; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTIONAL QUALIFICATIONS: Two (2) years of permanent competitive status as a Deputy Superintendent of Water & Sewer Maintenance (Distribution System) in the Town of Lockport at time of appointment.

OPEN COMPETITIVE QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and three (3) years of full-time paid managerial or administrative experience in one of the following areas: municipal administration, construction administration, personnel administration or industrial administration; **OR**
2. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and seven (7) years of full-time paid experience in municipal administration, construction administration, personnel administration or industrial administration – three (3) years of which must have been in a supervisory capacity*; **OR**
3. Graduation from high school or possession of an equivalency diploma and ten (10) years of full-time paid experience in municipal administration, construction administration, personnel administration or industrial administration – three (3) years of which must have been in a supervisory capacity*; **OR**
4. New York State Licensed Civil Engineer with three (3) years of full-time paid experience involving project oversight.

NOTE*: Supervisory experience involves oversight of contractors and/or first-line supervision of employees in all respects. It is not "lead worker" or "foreman" experience.

SPECIAL REQUIREMENT: Possession of a Grade D Water Distribution System Operator Certificate at time of appointment and for the duration of employment.