

VACANCY ANNOUNCEMENT



CITY OF MOUNT VERNON, NEW YORK MAYOR SHAWYN PATTERSON-HOWARD

POSITION: Deputy, Commissioner
DEPARTMENT: Department of Public Works

The City of Mount Vernon is an equal opportunity employer and is committed to achieving full and equal opportunity without regard to race, religion, color, gender, physical or mental disability and sexual orientation. The City of Mount Vernon has a zero tolerance for all forms of harassment or reprisal.

OPENING DATE: 12/23/2020

CLOSING DATE: 01/06/2021

SALARY RANGE: Commensurate with Experience

RESIDENCY REQUIREMENT: None

APPLICATION INSTRUCTIONS:

Resumes and letters of interest should be addressed to:

City of Mount Vernon
Department of Human Resources
1 Roosevelt Square, Room 211
Mount Vernon, New York 10550

Or submitted via e-mail to: CityofMountVernonHR@cmvny.com

DISTINGUISHING FEATURES OF THE CLASS

This position is responsible for assisting in the administration of the office or the activities of several Bureaus of the Department. The work requires directing the activities of the office or of several Bureaus of the Department. in carrying out the orders of the Commissioner of Public Works. Does related work as required.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY):

- Supervises Bureau heads in carrying out the general instructions of the Commissioner;
- Assembles and organizes all employees, in the Bureaus supervised, in emergencies such as severe storms and snowfalls and water and sewer main breaks;
- Investigates complaints regarding departmental activities;
- May supervise office of the Commissioner, preparing department budget and other reports, interviewing salesmen and recommending specification standards.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

- Good knowledge of street and sewer construction and maintenance practices;
- Good knowledge of refuse collection and disposal techniques, building maintenance and management;
- Good knowledge of automotive equipment, repairs and maintenance;
- Good knowledge of the principles underlying the management of a municipal department of public works;
- Good knowledge of the principles of organization and management;
- Ability to plan and supervise the work of others;
- Ability to communicate effectively both verbally and in writing;
- Initiative; tact; courtesy; good judgment; resourcefulness;
- Physical condition commensurate with the demands of the position.

ACCEPTABLE EXPERIENCE AND TRAINING:

- Graduation from a recognized engineering school with a degree in Civil Engineering; **PLUS**, six (6) years of experience in engineering design and construction, including at least three (3) years in the municipal engineering field; **OR**
- An equivalent combination of education and experience.

SPECIAL REQUIREMENT FOR THIS POSITION:

- Possession of a New York State license as a Professional Engineer.