

ASSISTANT DIRECTOR OF OPERATIONS
(Department of General Services)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for coordinating the daily operations of the department in order to ensure work is done efficiently, timely, and according to established policies and procedures. Work is performed under general supervision of the Commissioner, Deputy Commissioner and the Director of Operations. Independent judgment is exercised in making decisions regarding human resources, equipment, supplies and the deployment of vehicles as well as overall management of daily work assignments in various areas of a large municipal department delivering essential services and daily operations. Supervision may be exercised over administrative staff and street workforce employees.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Oversees daily operations of departmental code enforcement crews;
- Coordinates daily work assignments with regards to illegal trash, lot cleaning and snow and ice removal that are triggered by code enforcement actions;
- Responsible for verifying work is completed in a timely manner as dictated by city code;
- Coordinates operations, projects and programs with other City departments;
- Assists with planning and evaluating routes/ schedules for routine daily operations (i.e. waste collection, recycling, street sweeping);
- Assists with developing and implementing administrative policies\procedures and training to ensure compliance with rules and regulations;
- Assists staff with difficult operations to ensure timely completion of work;
- Responsible for analyzing data, preventing and resolving complex problems for subordinates, supervisors and other employees within the department or unit;
- Assists in oversight of the department's procurement process for goods, vehicles, services and equipment;
- Assists with locating departmental efficiencies regarding waste collection, recycling and street cleaning;
- Does related work as required.

REQUIRED KNOWLDEGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the practices, methods, tools and terminology used in general construction;
- Ability to supervise the work of multiple work crews and supervisors;
- Ability to understand and follow oral and written reports;
- Ability to keep clear and concise records;

- Ability to operate manual/ power tools;
- Ability to work outdoors in all types of weather and under all conditions;
- Ability to be on-call in case of inclement weather or emergency situations;
- Ability to interact tactfully and effectively with administrative officers, employees, and the general public;
- Courtesy;
- Dependability;
- Physical condition commensurate with the requirements of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in Construction or a closely related field and two (2) years full-time paid experience in general labor/ construction work or building and grounds maintenance which must have been in a supervisory capacity; **OR**
- B. Graduation from High School or possession of a high school equivalency diploma and four (4) years full-time paid experience in general labor/ construction work or building and grounds maintenance two years of which must be in a supervisory capacity; **OR**
- C. Any equivalent combination of education, training and experience as defined by the limits of (A) and (B) above.