

GENESEE COUNTY
Human Resources
15 Main Street, County Building I
Batavia, NY 14020
585-344-2550 Ext. 2221

JOB OPENING NOTICE

Posting Date: April 22, 2026

**JOB TITLE: Deputy Commissioner of Public Works
(Facilities/Parks)**

LOCATION: Genesee County Public Works

RATE OF PAY: \$81,811 - \$103,490, salary commensurate with experience

Full-time position with benefits.

Application Deadline: Friday, May 15, 2026

**APPLY DIRECTLY TO: Laura Wadhams, Commissioner of Public Works
Genesee County Public Works
153 Cedar St.
Batavia, NY 14020
585-344-8508**

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex disability or marital status.

GENESEE COUNTY

DEPUTY COMMISSIONER OF PUBLIC WORKS (FACILITIES/PARKS)

(for illustrative purposes only)

DISTINGUISHING FEATURES OF THE CLASS: Acts for and in place of the Highway Superintendent in their absence. Assists with the design, planning, scheduling and direction of the construction and maintenance activities of the facility maintenance division. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and Engineers plans and specifications for facility replacements and repairs;
Establishes multi-year capital operation and maintenance programs;
Develops and implements a comprehensive human resource and construction safety plan;
Locates materials and scheduling equipment;
Administers private maintenance contracts;
Secures federal and state funding and administers pass-through projects;
Coordinates and approves municipal construction;
Negotiates collective bargaining agreements and grievances;
Prepares multi-million dollar annual budget and controlling expenses;
Implements all state and federal rules, regulations, laws, specifications and guidelines.
Supervises and actively participates in the work of developing, operating and maintaining county park and forests;
Manages the work of protecting, developing, maintaining and administering county park and forest areas;
Plans programs and projects in conjunction with the County Highway Superintendent;
Plans work of others;
Supervises maintenance and park facilities and infrastructure;
Repairs, paints, stores tables, picnic and recreation equipment;
Maintains and operates the park water system per NYS Title 5 Regulations;
Executes the plans of the County Highway Superintendent for: the construction of new buildings, roads, bridges and their repairs, trails, sewers, drainage ditches, construction of fireplaces, recreational equipment and other projects as needed;
Supervises the physical care of the park and forest, including planting, trimming and raising trees; pest eradication; control of tree diseases; landscaping and park beautification projects;
Plans and supervises a program of park protection against fire and natural disaster response;
Performs regular patrols; inspects and maintains fire lanes and firefighting equipment;
Requisitions supplies, materials, equipment and labor;
Maintains park equipment inventory;
Prepares park budget;
Supervises enforcement of park rules and regulations; parking of cars; quieting disturbances; approves permits and applications;
Applies for grants and other outside funding avenues to promote park improvements and to support environmental education initiatives;
Makes presentations for funding groups and enhances public awareness of the County Parks via booths and exhibitions at local events;
Coordinates activities with the Conservation Education Program Coordinator;
Develops and implements environmental awareness and education programs for schools, youth groups, adults and general public at the Interpretive Center;

CONTINUED.....

GENESEE COUNTY

DEPUTY COMMISSIONER OF PUBLIC WORKS – (FACILITIES/PARKS)

Page 2

Establishes connections with existing community groups and organizations, such as the Genesee County Cornell Cooperative Extension, New York State Department of Environmental Conservation, Soil and Water Conservation District, GLOW Solid Waste, Genesee Valley BOCES, the Community College and local school districts.

Enforces and ensures safety and health standards;

Ensures state and federal compliance;

Monitors equipment and materials for defects;

Schedules routine safety checks, holds safety meetings and directs supervisors on the job.

Coordinates department safety plan and heads up department safety committee

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL

CHARACTERISTICS: Ability to direct multi-faceted operations and maintenance activities involving several branches, departments and agencies. Knowledge of the collective bargaining process and experience with unions. Ability to understand and implement New York State and Federal Environmental and Safety Regulations and a multitude of technical recommendations regarding facilities, utilities, equipment, materials and infrastructure. Knowledge and experience with developing a complex annual budget and executing action plans to meet departmental needs

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, and talk and hear. The employee is occasionally required to stand, and to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus and make visual observations of clients.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CONTINUED.....

DEPUTY COMMISSIONER OF PUBLIC WORKS – (FACILITIES/PARKS)

Page 3

PREFERRED QUALIFICATIONS:

1. Possession of an Associate's Degree from a regionally accredited or NYS registered college or university in Construction Management, Engineering, Engineering Technology or related field; AND Nine (9) years full-time paid experience in one or more of the following positions/fields: Project Manager; Design Engineer; Construction Superintendent/Management; Engineering Manager; Construction Inspector/Inspection; Public Works Administration; Highway Supervisor, Highway Superintendent, Public Administration and Finance.

OR:

Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education AND eleven (11) years full-time paid experience in one or more of the following positions/fields: Project Manager; Design Engineer; Construction Superintendent/Management; Engineering Manager; Construction Inspector/Inspection; Public Works Administration; Highway Supervisor, Highway Superintendent, Public Administration and Finance.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession of a valid NYS driver's license.

NOTE: 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.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Exempt Class – 1/15/26
Updated 8/2/24