

VACANCY ANNOUNCEMENT



CITY OF MOUNT VERNON, NEW YORK

MAYOR SHAWYN PATTERSON-HOWARD

POSITION: COMMISSIONER OF PUBLIC WORKS

DEPARTMENT: 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 zero tolerance for all forms of harassment or reprisal.

OPENING DATE: 01/27/2026

CLOSING DATE: Until Filled

SALARY RANGE: \$150,000.00

RESIDENCY REQUIREMENTS: MUST BE RESIDENT OF NEW YORK STATE

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 the administration of both the office staff and operations staff in carrying out the established policies and procedures by this position. The primary personnel and bureau responsibilities are providing guidance, supervision, and the direction, as well as the health, welfare, and morale of at least, the following: Deputy Commissioner, Administrative Deputy Commissioner, DPW Supervisor, Assistant DPW Supervisor, Highway Maintenance Bureau, Vehicle Maintenance Garage, Sanitation Bureau, Street Sweepers, Parks Bureau, Traffic/Street Lighting Bureau, Stormwater and Sanitary Sewers Bureau, Building Maintenance Staff, Office of Sustainability, Engineering Bureau, Project Management staff and Accounting staff. The Commissioner has the additional duties of assisting in the development of the operational and capital budgets, asset management and personnel management, including the good order and discipline of the unit. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

- Appoints and develops staff;
- Prepares the annual capital projects budget;
- Designs, estimates and contracts for construction;
- Cares and maintains City-owned buildings;
- Oversees the operation and maintenance of all bureaus;
- Develops long-range plans for capital improvements;
- Reviews requests for street openings and street obstructions which require;
- Extensive dislocation of normal conditions;
- Prepares ordinances and resolutions required for public improvements and transfer of budgetary funds;
- Prepares and/or conducts all official communications between City Council and Public Works Department;
- Prepares or directs, through Deputies, the preparation of special reports for consideration and action by the City Council;
- Confers with other Department Heads, the Mayor and Council members on important matters pertinent to Public Works Department;
- Attends meetings and acts as voting member of Planning Board, Capital Projects Board;
- Conducts department staff meetings and attends meetings of City Council and Mayor's staff meetings;
- Charged with city-wide fleet management;
- Formulates policies for the Planning and Operations of the Department;
- Investigates constituent complaints;
- Directs Capital Planning within the Department;
- Oversees all operations of grants, from seeking to formulation to grant writing, as well as implementation and payment;
- Oversees and assists City Engineer with jobs, tasks, specifications, and bids;
- Oversees and assists with contractual agreements;
- Charged with the health, safety and morale of over 170 employees and assists in union issues across two collective bargaining units;
- Reviews and signs permit applications for work within city;

- Acts as Construction Inspector for outside agencies and CMV Departments regarding sidewalk repair and road openings;
- Acts as Construction Inspector and Officer in charge of paving operations and pavement maintenance.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

- Candidates must have a thorough knowledge of municipal engineering;
- Thorough knowledge of public administration;
- Thorough knowledge of the statutes, laws and ordinances dealing with public works administration;
- Must have good knowledge of contract review;
- Ability to make oral and written presentations;
- Ability to plan and direct the work of others;
- Must have good leadership, management and supervision skills;
- Must be proficient in sewer construction and maintenance with the ability to lead and diagnose response to issues, complaints and emergencies. Mastery of pavement maintenance, both corrective and preventative;
- Experience in pavement maintenance planning;
- Capital Projects; Capital Budgeting; Operational Budgeting and with refuse collection;
- Proficiency with automotive equipment, preventative and corrective maintenance and planning/tracking of fleet maintenance;
- Experience supervising utility companies and the ability to manage competing hi-priority tasks.

ACCEPTABLE TRAINING AND EXPERIENCE:

Graduation from a New York State recognized College or University with a Bachelor's Degree; PLUS ten (10) years of construction experience relatable to civil/municipal work, of which three of which must have been at a top supervisory/management experience.

SPECIAL REQUIREMENT FOR THIS POSITION:

Possession of a valid New York State Driver's License (Class D).