

DIRECTOR OF PUBLIC FACILITIES

Chautauqua County Government is currently recruiting for a Director of Public Facilities. This is a high level Department Head position. The position provides leadership and plans and directs the operation of the Public Facilities Department including the Divisions of Highways, CARTS, Solid Waste, Landfill, Parks, Airports, and Buildings and Grounds. Direction is exercised over all employees and functions of the Public Facilities department. The Director is appointed by and reports directly to the County Executive with general direction from the County Legislature and Public Facilities Committee. The Director's office is located in Falconer, New York.

Responsibilities:

- Administering professional engineering, surveying, and other related engineering or architectural services for the county;
- Supervises the design and construction of capital projects;
- Reviews and approves construction plans and documents for infrastructure improvements;
- Reviews and approves ROW acquisitions;
- Prepares and evaluates annual budget and capital improvement estimates;
- Reviews and approves payment for all capital improvements;
- Evaluates personnel needs and make appointments;
- Represents the department in legislative needs;
- Assists other county departments with engineering needs;
- Confers with State, Federal and local officials on highway and airport issues.

Requirements:

- Graduate from a recognized college or university with a bachelor's degree in Business Administration or Civil Engineering
- Seven years of progressively responsible professional experience in the field of construction and maintenance management in a public works program, airport, or in other related public facilities;
- Or a satisfactory equivalent combination of experience and training sufficient to indicate ability to perform the duties of the position.
- **Strong preference for candidates that are licensed and registered by the State of New York as a Professional Engineer (PE).**

Chautauqua County Offers:

- A competitive salary and benefit package with participation in the NYS pension plan, generous time off and Health Insurance Plan.
- **Application review will begin on December 13, 2021.**
- Resumes can be E-Mailed to CCHRS@CHQGOV.COM or mailed to the address below. Applicants should also complete and send a Chautauqua County Application for Employment form (available on this website).
- Mailing Address: Chautauqua County Department of Human Resources, Gerace Office Building, 3 North Erie Street, Room 144, Mayville, New York 14757

Equal Opportunity Employer