

COMMISSIONER OF GENERAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the City of Schenectady and involves responsibility for the planning and oversight of all neighborhood revitalization activities, including, but not limited to, solid waste collection, recycling, code enforcement, and property management. General supervision is received from the Mayor with considerable leeway allowed for exercising independent judgment. General supervision is exercised over a large number of subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees all supervisory levels in their work activities involving neighborhood revitalization;
Directs the operation of the City's Transfer Station;
Makes public presentations related to the City's neighborhood revitalization activities;
Plans and supervises the work of support personnel;
Inspects and prescribes sanitary precautions;
Assists in the preparation of City budget estimates for assigned departments;
Evaluates the need for new equipment and makes recommendations for equipment replacement;
Assists in the negotiation of various contracts between the City and its bargaining units, and responds to Union grievances;
Plans and reviews reports of supervisory personnel;
Supervises and evaluates activities of assigned departments;
May authorize the issuance of violation notices and tickets;
Makes recommendations to the Mayor for improvements in departmental operations;
Plans, oversees and reviews the City of Schenectady's Waste Collection, Disposal and Permit System;
Assists in negotiations between the City and private sector vendors;
Maintains records and prepares a variety of reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of administrative principles and techniques;
thorough knowledge of modern methods of waste collection and

disposal; thorough knowledge of both existing and innovative solid waste equipment and devices; good supervisory skills; good oral and written communication skills; ability to effectively plan and carry out large scale activities; ability to establish and maintain effective working relationships with subordinates; ability to establish and maintain good public relations; ability to keep accurate records and make reports; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree; a Professional Engineer license, and four years of experience in the management and administration of a large-scale municipal program or department.

SPECIAL REQUIREMENTS: Candidates must possess a valid Driver's License issued by the New York State Department of Motor Vehicles at the time of appointment, and must maintain such license throughout the tenure of the appointment.

Adopted CSC
01/20/04

