

# **CITY OF CANANDAIGUA VACANCY -**

Appointment will be made on a Provisional basis, with Permanent appointment following successful qualification in the Civil Service Examination, which will be scheduled at a later date.

## **DEPUTY DIRECTOR OF PUBLIC WORKS**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a management position involving responsibility for planning, organizing and directing the public works projects including the implementation and inspection of a variety of construction, maintenance and repair projects. The work is performed under the general direction of the Director of Public Works with wide latitude provided for independent judgment. Supervision is exercised over all technical, labor, and clerical staff employed in the entire Public Works Department. In the absence of the Director, the Deputy Director shall act with all appropriate authority. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Plans and carries out public works construction, maintenance, and repair projects;  
Assigns and supervises field and office work of subordinates;  
Prepares construction project budgets for the Director of Public Works while setting goals and priorities;  
Reviews the safety of engineering designs for planned public works construction and maintenance projects;  
Prepares plans and specifications for construction materials and supplies;  
Prepare solicitations for maintenance and project specific contracts;  
Administers state and federal aid programs;  
Conducts long-range studies to determine future needs;  
Conducts studies and investigations of accident histories, culvert and bridge hydraulics, soil investigations, and other studies for proposed public works improvements;  
Conducts and oversees technical investigations and engineering designs for public works projects;  
May assist with bridge, highway, water maintenance and special project improvements;  
Supervises the maintenance of public works records;  
Prepares reports on public works activities.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of civil engineering and the sources of engineering information; thorough knowledge of modern methods and techniques as applied to public works construction; skill in conducting engineering research work; initiative and resourcefulness in the solution of engineering problems; ability to organize, plan and lay out working details of public works projects; ability to prepare, interpret, and work from complex engineering drawings; ability to provide others with technical knowledge concerning public works design and construction, both orally and in writing; ability to plan and supervise the work of others; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:** EITHER:

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in civil, mechanical, environmental or construction engineering, or a closely related field AND five (5) years of full-time paid civil engineering experience, at least two of which must have been in a supervisory capacity; OR
2. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in civil, mechanical, environmental or construction engineering, or a closely related field AND five (7) years of full-time paid civil engineering experience, at least two of which must have been in a supervisory capacity; OR



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MINIMUM QUALIFICATIONS: (Continued)

3. An equivalent combination of the education and experience as defined in (1) & (2) above.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

APPROVED: APRIL 14, 2007

REVISED: 6/16/21; 7/26/21

CIVIL SERVICE CLASSIFICATION: COMPETITIVE