

DIRECTOR OF PUBLIC WORKS
(CITY OF CANANDAIGUA)

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

MINIMUM QUALIFICATIONS: Either:

1. Possession of a Bachelor's degree in civil engineering and five (5) years of experience in the construction, installation, maintenance and repair of either streets and parks or water transmission and distribution systems or sewer systems, two (2) years of which involved planning and supervising the work of subordinate employees; or
2. Possession of an Associate's degree in construction technology, engineering technology or closely related field and seven (7) years of experience as stated in (1) above, two (2) years of which involved planning, directing and controlling the work of subordinate employees; or
3. Graduation from high school or possession of a high school equivalency diploma and nine (9) years experience as stated in (1) above, two (2) years of which involved planning, directing and controlling the work of subordinate employees; or
4. An equivalent combination of education and experience as defined by the limits of (1), (2) and (3) above.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for administration of the Department of Public Works including planning, resource allocation, program evaluation, policy formation and budgeting. An incumbent plans, directs and controls the construction, installation, maintenance, repair and cleaning operations of the Streets and Parks Divisions within the Department, and plans, directs and controls the fleet maintenance of public works equipment. The work is performed in accordance with Federal, State and local laws and regulations under the general direction of the City Manager with considerable leeway allowed for the use of independent judgment in carrying out the work. An incumbent exercises direct supervision over Public Works Supervisors and Parks Maintenance Supervisors, and indirect supervision over forepersons and other subordinate Department of Public Works personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, directs and supervises all operations and maintenance of all the divisions within the Department of Public Works either directly or through the supervision of Public Works Supervisors and the Parks Maintenance Supervisor;

Plans, directs and controls the fleet maintenance operations within the Department of Public Works Garage;

Plans, directs, controls and reviews the work of Public Works Supervisors and the Parks Maintenance Supervisor;

Meets regularly with Public Works Supervisors to monitor their planning and scheduling of construction, installation, maintenance, repair and cleaning of water and sewer mains and pump stations;

Meets regularly with the Parks Maintenance Supervisor to monitor the activities of the Parks Division;

Manages Department operations, including personnel, payroll, accounts receivable;

Sets and enforces Department policies;

Prepares and administers the Department of Public Works and Parks budget;

Plans and administers annual capital projects including recommending project engineer, project oversight, payment recommendations, and project summaries for the City Manager, and City Council, as well as other such as the State and grantors as needed;

Prepares bi-annual Capital Program recommendations;

Approves all requisitions for materials and equipment used in public works operations;

Plans and directs the construction, installation, maintenance, repair and cleaning of the city's streets and parks and traffic control devices or delegates same in part or total to a Public Works Supervisor;

Continued on Page 2

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TYPICAL WORK ACTIVITIES: (Continued)

Plans and directs the city's grass cutting and tree trimming operations, snow removal, sanding and salting operations or delegates same;
Meets regularly with the City Manager and City Council to advise, report on, and make recommendations on public works projects and private development;
Prepares and submits reports as required by Federal, State and local laws and regulations;
Evaluates the Department's staffing needs and interviews and recommends appointment of prospective employees to the City Manager;
Evaluates and/or reviews work performance evaluations on all Department employees;
Recommends policy and procedure changes to the City Manager for approval;
Meets with the public, either individually or in groups, to discuss public works concerns and projects;
Maintains a variety of records and creates a variety of written reports utilizing a personal computer;
Provides City Manager with public works related information during contract negotiations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and practices of street and parks construction, installation, maintenance, repair, cleaning and upkeep; thorough knowledge of the principles and practices of water transmission and distribution system and wastewater system construction, installation, maintenance, repair and cleaning; thorough knowledge of materials and equipment used in streets and parks construction, installation, maintenance, repair, cleaning and upkeep and the installation, maintenance, repair and cleaning of water transmission and distribution systems and wastewater systems; thorough knowledge of Federal, State and local laws and regulations applicable to all city public works operations; thorough knowledge of modern principles and practices of supervision; good knowledge of the principles and practices of budget preparation including the city's budget process; good knowledge of materials and equipment cost estimation; good knowledge of planning capital improvement projects; ability to supervise the work of others; ability to read and work from blueprints, plans and technical drawings; ability to communicate effectively both orally and in writing; ability to form and maintain effective working relationships with others; physical condition commensurate with the demands of the position.

APPROVED: AUGUST 14, 2006

REVISED: 1/19/24

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES