

Deputy Director of Public Works

Under the NY HELPS Program, the Civil Service Exam for this title has been waived. For additional information regarding the NYS HELPS Program, please visit <https://www.cs.ny.gov/help/faq.cfm>.

The City Manager and Director of Public Works are seeking a demonstrated leader to serve as Deputy Director of Public Works. The person will have strong administrative and leadership skills and be a strategic planner, trustworthy, highly responsible, and committed to customer service, internally and externally.

The Native American translation for Canandaigua is the Chosen Spot and this designation holds true today. Located on the northern shores of Canandaigua Lake in the Finger Lakes Region of Upstate New York, the City of Canandaigua (pop. 10,500, 4.83 sq miles) is known for its scenic and historic charm with a vibrant downtown featuring a variety of locally-owned shops, galleries, restaurants and breweries. Not only is Canandaigua Lake beautiful, but it also provides rich recreational opportunities such as swimming, fishing and boating.

The City provides a full range of municipal services including water treatment, waste water treatment, solid waste collection, fourteen parks and safe & walkable streets and sidewalks. The Department of Public Works is the largest City Department with 57.84 FTEs. The City's Department of Public Works is divided into five bureaus, each led by a Supervisor, which include Central Garage, Parks and Recreation, Streets & Solid Waste Collection, and Utilities (Water, Sewer, Street Lights). The Water Treatment Plant and Water Resource Recovery Facility are supervised and operated by Chief Operators.

Position Responsibilities

The Deputy Director of Public Works reports directly to the Director of Public Works and is responsible for the planning, organizing and directing public works projects including the design, implementation and inspection of a variety of construction, maintenance and repair projects. 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.

Responsibilities include:

Plans, designs and carries out public works construction, maintenance and repair projects; Assigns and supervises field and office work for subordinates; Prepares construction project and 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.

Minimum Qualifications: Either:

1. Possession of a Master's degree, in Public Administration, Business, Management, Engineering, or a closely related field AND four (4) years of full-time paid experience in civil engineering, project management, facilities management, or public administration at least two of which must have been in a supervisory capacity; OR
2. Possession of a Bachelor's degree or higher, in Public Administration, Business, Management, or Engineering, or a closely related field AND five (5) years of full-time paid experience in civil engineering, project management, facilities management, or public administration at least two of which must have been in a supervisory capacity; OR

3. Possession of an Associate's degree in Public Administration, Business, Management, Engineering, or a closely related field AND seven (7) years of full-time paid experience in civil engineering, project management, facilities management, or public administration at least two of which must have been in a supervisory capacity; OR
4. An equivalent combination of the education and experience as defined in (1), (2) & (3) 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.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

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.

SALARY

The starting salary range is \$85,000-\$95,000 depending upon qualifications and experience along with a highly competitive benefits package that includes participation in the New York State and Local Retirement System, health insurance, vacation and personal time, sick leave, and other benefits.

HOW TO APPLY

Interested applicants are encouraged to apply by Friday, September 20th, but applications will be accepted until filled.

Interested applicants should submit a professional cover letter and resume to:

Julie DeRue, Human Resources, 2 North Main Street, Canandaigua, NY 14424

jad@canandaiguanewyork.gov