

City of Canandaigua – Vacancy

Candidate will be initially appointed on a provisional basis, pending a civil service exam to be held at a later date.

COORDINATOR OF PUBLIC WORKS

MINIMUM QUALIFICATIONS: Either:

1. Possession of a Bachelor's Degree in engineering and six years of full-time paid experience involving the maintenance and construction of streets, sewers, parks, water districts and/or similar public works activities; OR
2. Graduation from high school or possession of a high school equivalency diploma and eight years of experience described in (1) above; OR
3. An equivalent combination of training and experience.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position involving responsibility for planning and directing the activities of the City Public Works Department including the Bureau of Water and Sewage. Work is performed under the general supervision of the City Engineer with wide leeway for the exercise of independent decision within prescribed limits. Supervision is exercised over the work of all subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in the overall administration of the Department of Public Works including the Bureaus of Engineering, Water and Sewage, Maintenance and Inspections;
Assists in the planning and directing the cleaning, maintenance and repair of streets, sewers and parks;
Assists in the planning and directing of the maintenance and repair of the water distribution systems;
Assists in the directing of the activities of the water treatment plant and pumping station;
Prepares plans, specifications and estimates for construction projects on streets, sewers and water systems;
Assists in the direction of the activities of the city inspection service;
May make field surveys;
Purchases supplies and equipment and maintains records for same;
Assists in the direction of snow removal and activities at City transfer stations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, procedures and equipment used in the construction, operation and maintenance of streets, sewers, water distribution systems and other related public works activities; good knowledge of federal, state and local laws and ordinances governing the construction of streets and other municipal installations; demonstrated ability to plan and supervise the work of others; ability to prepare, read and interpret plans, blueprints, specifications; ability to maintain records and prepare detailed reports; ability to follow complex oral and written directions; ability to get along well with others; initiative; resourcefulness; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

APPROVED: AUGUST 14, 1981, 10/17/24

CIVIL SERVICE CLASSIFICATION: COMPETITIVE