

City of Canandaigua – Promotional Vacancy (open to current City of Canandaigua employees in the following positions only)

Either: **2 years** in a position of: **Parks Maintenance Supervisor; Parts & Service Manager; Water Supervisor - City of Canandaigua; Chief Wastewater Treatment Plant Operator; or Chief Water Plant Operator, Type A**
OR: **4 years** in a position of: **Working Supervisor; Assistant Wastewater Treatment Plant Supervisor or Assistant Water Treatment Plant Supervisor, Type A**

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

DEPUTY DIRECTOR OF PUBLIC WORKS

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.

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 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.

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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.