

**Town of Canandaigua vacancy**  
**Salary range: \$80,000-\$90,000/yr.**

**PUBLIC WORKS MAINTENANCE SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The Public Works Maintenance Supervisor supervises public works activities in a village as well as participation in the activities on an as needed basis. This is direct supervisory work involving the responsibility for the construction and maintenance of streets and sidewalks, water distribution and retention facilities, storm and sanitary sewers, parks, for the general maintenance of all village equipment and for the collection and disposition of garbage. The work is performed under general supervision with considerable leeway permitted for the exercise of independent judgment. Direct supervision is exercised over public works maintenance assistants, laborers, motor equipment operators and other public works department employees. Does related work as required.

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

Coordinates and supervises the activities of the village public works crew in the maintenance, construction and repair of streets and sidewalks;  
Supervises the repair and construction of water mains, catch basins, storm and sanitary sewers, and park facilities;  
Operates and maintains a water and a wastewater treatment plant on an as needed basis;  
Coordinates the use of machinery and equipment between projects;  
Assists in planning schedules and workloads;  
Prepares and maintains work records and reports;  
May be required to operate various types of equipment.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the principles, practices and equipment used in the construction and maintenance of streets, sidewalks, storm and sanitary sewers, water distribution and retention facilities and related public works activities; ability to follow complex oral and written instructions; ability to plan and supervise the work of others; ability to prepare and maintain records and reports; dependability; resourcefulness; initiative; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** EITHER:

1. Graduation from high school or possession of a high school equivalency diploma AND three (3) years of full-time paid, or its part-time equivalent, experience in public works activities; OR
2. Four (4) years of full-time paid, or its part-time equivalent experience as defined in (1) above.

**NOTE:** Option #2 may only be used in agencies where the incumbent is not required by the New York State Sanitary Code to have a high school diploma.

**SPECIAL REQUIREMENTS FOR PERMANENT APPOINTMENT:** Possession of proper certificate issued under the provisions of the New York State Sanitary Code:

**TOWN OF CANANDAIGUA:** Grade D Water Distribution certificate issued under the provisions of the New York State Sanitary Code at time of appointment or no later than one year after appointment.

**VILLAGE OF BLOOMFIELD:** Grade II-B Water Treatment Plant Operator licensure and D for distribution issued in accordance with the New York State Sanitary Code, as well as Grade 3 Wastewater Treatment Plant Operator certificate issued in accordance with New York State Department of Environmental Conservation.

**VILLAGE OF CLIFTON SPRINGS:** Grade II-B Water Treatment Plant Operator licensure issued in accordance with the New York State Sanitary Code, as well as Grade 2A Wastewater Treatment Plant Operator certificate issued in accordance with New York State Department of Environmental Conservation.

PUBLIC WORKS MAINTENANCE SUPERVISOR

SPECIAL REQUIREMENTS FOR PERMANENT APPOINTMENT: (Continued)

VILLAGE OF MANCHESTER: Grade II-B Water Treatment Plant Operator licensure as well as Grade 3A Distribution certificate issued in accordance with New York State Sanitary Code.

VILLAGE OF NAPLES: Grade II-B Water Treatment Plant Operator licensure as well as a Grade D Distribution certificate issued in accordance with New York State Sanitary Code.

VILLAGE OF PHELPS: Grade II-B Water Treatment Plant Operator licensure as well as a Grade 2 Distribution certificate issued in accordance with New York State Sanitary Code.

VILLAGE OF RUSHVILLE: Grade II-A Water Treatment Plant Operator licensure as well as a Grade D Distribution certificate issued in accordance with New York State Sanitary Code AND Grade 1 Wastewater Treatment Plant Operator Certification in accordance with NYS Department of Environmental Conservation regulations.

VILLAGE OF SHORTSVILLE: Grade D Water Distribution certificate issued under the provisions of the New York State Sanitary Code at time of appointment or no later than one year after appointment.

REVISED: 8/9/11; 6/29/22; 12/12/23; 3/17/25

JURISDICTIONS: TOWN & VILLAGES CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE – VILLAGES  
NON-COMPETITIVE – TOWNS (PJC)

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES