

CITY OF CRANSTON DEPARTMENT OF PERSONNEL ANNOUNCES AN OPENING FOR DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS

SALARY COMMENSERATE WITH EXPERIENCE

Applications must be received by Friday, May 14, 2023 in the office of the Director of Personnel Room 107, Cranston City Hall, 869 Park Avenue Cranston RI 02910.

Applications can be downloaded from www.cranstonri.gov. Completed applications may be submitted to the Personnel Department by:

1.Fax: (401) 780-3362

2.Email: awhite@cranstonri.org.

3.US Mail: Personnel Director, 869 Park Avenue, Cranston, RI 02910

SUMMARY:

The role begins on Monday May 29, 2023. Along with being the Director of Public Works overseeing a \$18.7 million Operating Budget and a total of 71 employees there are additional Charter responsibilities that are included and incorporated within the agreed upon salary. Those are: A voting member of the City's Planning Commission A voting member of the Board of Contract and Purchase You will also be required to attend a minimum of 2 City Council meetings per month as the Administration's representative of the Public Works Committee and the Full City Council meetings. **Duties and**

Responsibilities/Minimum Qualifications: The Director of Public Works shall be appointed and removed by the Mayor as provided in section 5.02 of the City Charter with the Advice and Consent of the City Council. The Director shall be a professional engineer licensed to practice in the State of Rhode Island and shall have at least 5 years' experience in highway or public works administration. Subject to the supervision and control of the Mayor, the Director of

Public Works shall be in the direct command of the department of public works and responsible for the efficiency of all its divisions. The following divisions come under the Director's supervision: Public Works, Highway, Building Maintenance, Fleet Maintenance, Engineering, and the Sewer Department. Here is the breakdown of the divisions: **Public**

Works Office: Budget of \$1.7 million with a staff of 4

Deals with correspondence with the public

Oversees waste disposal and recycling with the contracted vendor

Coordination and oversight of the state mandated stormwater MS-4 program

Traffic safety engineering

Permits for road opening and sewer

Rodent control program

Manage street lighting with contracted vendor

Highway Division: Budget of \$4.9 million with a staff of 34

Road and sidewalk maintenance, along with drainage issues

Snow and ice removal operations including oversight of all materials and vendors

Mosquito control program

Repair and maintain storm drain collection system and City detention ponds

Street signage and road striping

Street sweeping, mowing grass sidewalks, and minor tree cutting

Maintain used oil drop off and computer recycling locations

Building Maintenance Division: Budget of \$3.1 million with a staff of 19

Custodial services to all City owned buildings

Plumbing and electrical maintenance and repairs

Carpentry and painting maintenance and repairs

Fleet Maintenance Division: Budget of \$1.6 million with a staff of 9

Repair and maintain all City owned vehicles

Repair and maintain all City owned power and construction equipment

Perform vehicle safety inspections

Engineering Division: Budget of \$0.6 million with a staff of 3

Engineering functions for streets, sidewalks, drainage, and bridges Subdivision review

Engineering of all Capital projects for the City and School Surveying and inspections along

with a budget for Care of trees(arborist) Administers sidewalk replacement cost share program

Sewer Department Enterprise Fund: Budget of \$22,1 million with a staff of 1
The City Wastewater Treatment plant and collection system is contracted out to Veolia Water under a long term contract until 2027. City staff provides oversight of the following functions:

Wastewater treatment plant operations

Collection system and pump station operation and maintenance

Municipal Industrial Pre-treatment Program

Sludge Incinerator

Grease program

Reviews and approves sewer main extensions and sewer connections

Maintain and update sewer roles and prepare the annual sewer bills

Capital improvements to the sewer system

The City of Cranston encourages diversity in its workforce.

We are an Equal Employment Opportunity Employer.