



**CITY OF CRANSTON
DEPARTMENT OF PERSONNEL
ANNOUNCES AN OPENING FOR PLANNING DIRECTOR**

STARTING SALARY COMMENSURATE WITH EXPERIENCE

Applications must be received by Thursday, February 8, 2025, 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.com Completed applications may be submitted to the Personnel Department by:

1. Fax: (401) 780-3362
2. Email: personnelapplications@cranstonri.org
3. US Mail: Personnel Director, 869 Park Avenue, Cranston, RI 02910

Candidates applying through Indeed.com must also submit the City of Cranston application to be considered for the position. The time and place of the examination will be announced by email. You must provide an active email address that you regularly monitor for messages.

SUMMARY:

Along with being the Director of Public Works overseeing a \$17.1 million Operating Budget and a total of 71 employees, there are additional Charter responsibilities that are included and incorporated within the agreed upon salary. This includes serving as a voting member of the City's Planning Commission, and as 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 \$1.0 million with a staff of 4
- Deals with correspondence with the public
- Oversees waste disposal and recycling with the contracted vendor \$7.7 million
- 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 \$2.8 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 \$0.7 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 \$22.8 million with a staff of 2
- 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.*