

DEPUTY TOWN ENGINEER

DISTINGUISHING FEATURES OF THE CLASS: This is a highly technical position that has responsibility for assisting the Town Engineer with the planning, organizing, and directing of all engineering functions of the Towns Engineering Department. Responsibilities also include having general oversight of the departments of Water/Wastewater, Parks, and Code as well as working closely and in conjunction with the Highway Department. This position differs from other engineering position as the incumbent is authorized to act for and in place of the Town Engineer as a Deputy. The work is performed under the general supervision of the Town Engineer with considerable leeway for the exercise of independent. Supervision is exercised over subordinate Engineering Department employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Acts for and in place of the Town Engineer;
Works with the Comptroller and representatives of other Town departments to provide information to FEMA and completes FEMA required reports;
Represents the Town on Federal projects;
Conducts inspections of projects performed under contract and supervises engineering work conducted by consultants;
Estimates construction costs a variety of projects;
Prepares surveys and estimates of quantities;
Keeps tax maps up to date;
Prepares plans and specifications construction projects and structures;
Completes paperwork for Federal aid projects;
Provides technical assistance to other Town departments;
Oversees the work of the water/wastewater, parks, code and highway departments;
Reviews sight improvement plans;
Supervises department staff;
Performs other engineering tasks as directed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles of Engineering and the sources of Engineering information;
Good knowledge of modern methods and techniques as applied to the design, construction and maintenance of public works, such as water mains, sanitary sewers, storm drains, and other public works facilities;

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Good knowledge of laws and other regulatory enactments controlling public works;
Good knowledge of building construction and maintenance;
Good knowledge of administrative principles and practices that apply to local government;
Good knowledge of the developments of current literature and sources of information in public works engineering;
Ability to initiate and develop studies and investigations;
Ability to prepare a variety of reports;
Ability to plan and supervise the work of others;
Ability to effectively use a variety of computer applications;
Ability to communicate effectively both orally and in writing;
Resourcefulness in the solution of Engineering problems;
Sound professional judgment;
Initiative.

MINIMUM QUALIFICATIONS: Possession of a Professional Engineer's license issued by the State of New York at time of appointment.