

### **ENGINEER III**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional engineering position requiring performance of administrative, management and supervisory functions in the Engineering Division. Under the general direction of the Deputy Commissioner of Public Works - Engineering, the Engineer III supervises, coordinates, reviews and approves work of lower level engineering staff and consultants. The position differs from that of the Engineer II in that it requires less direct supervision, and greater actual project design, development and greater administrative responsibilities. Performance at this level requires possession of a New York State Professional Engineers License. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

Plans and coordinates projects in the highway unit, buildings unit, land survey crew and computer staff of the Engineering Division;

Assigns projects, or parts of projects, to subordinate engineering staff after determining staffing needs;

Reviews plans, designs and specifications prepared by subordinate engineering staff and consultants for compliance with law, codes, regulations, specifications and department standards;

Evaluates and negotiates both contractor's and consultant's proposals, negotiates revisions and participates in obtaining final agreement;

Supervises the inspection of construction for conformance with contract provisions and supervises inspections for physical/operational condition of existing facilities;

Interprets for both contractors and subordinate staff contract specifications, construction standards and resolves differences in interpretation;

Monitors consultants work by reviewing plans and reports, evaluating compliance with policy standards, procedures, schedules and contracts, coordinating the consultants work with the agency programs and preparing periodic reports;

Assists administrative personnel, evaluates department programs, develops policy and prepares budgets;

Confers with administrative personnel to determine department manpower needs and resource allocation;

Directs and advises subordinate staff on design of the most complex engineering projects including roads, bridges, buildings as well as electrical, heating, ventilating, air conditioning, and plumbing systems for buildings and related facilities;

Conducts studies to determine the best methods and materials to use in an assigned project;

Assists administrative personnel with hiring, firing and staff disciplinary processes;

Evaluates staff performance;

Attends project meetings to determine project status;

Represents the County Public Works Department at contractor, vendor and public meetings;  
Prepares annual budgetary reports;  
Prepares project status reports for administrative personnel;  
Inspects construction projects for compliance with specifications;  
Directs and advises subordinate staff in maintenance of records, projects data and computer systems.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of the principles and practices of engineering;  
Thorough knowledge of construction methods, terminology and materials;  
Thorough knowledge of applicable codes, laws, rules and regulations governing engineering designs and construction procedures;  
  
Good knowledge of the principles of supervision, administration and contract management;  
Ability to train, supervise and evaluate engineering staff;  
Ability to direct preparation of plans, complex designs, specifications and narrative reports;  
Ability to coordinate engineering projects, including resource and manpower allocation;  
Ability to analyze design and construction programs for effectiveness;  
Ability to establish cooperative relationships with engineering staff, consultants, contractors, vendors, public officials and the general public;  
Ability to utilize computer software such as spreadsheets, data-base managers and word processing;  
Mechanical aptitude;  
Accuracy;

**MINIMUM QUALIFICATIONS:**

Possession of a Professional Engineer license.

SPECIAL REQUIREMENT DURING PROBATIONARY PERIOD: Licensure by the State of New York as a Professional Engineer.