

TOWN ENGINEER

DISTINGUISHING FEATURES OF THE CLASS: The Town Engineer has responsibility for planning, organizing and directing all engineering functions of the town engineering department. The incumbent determines and establishes technical and administrative policies and procedures for the development, analysis and evaluation of engineering projects for final action. Under supervision of the Town Board, the incumbent performs work of considerable complexity and difficulty, requiring independent decisions and the ability to supervise the work of technical and clerical subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs the inspection of all projects performed under contract, such as public buildings, recreational facilities, parking lots, traffic lights and controlled studies of waste disposal facilities;

Directs review of sight improvement plans for sub-divisions and recommends acceptance or revision of sub-division layout;

Provides up-to-date zoning maps for public use and for reference by other departments for tax purposes;

Supervises engineering activities performed by consultants on roads, bridges and drainage structures;

Investigates and processes complaints relative to roads, grading and drainage;

Conducts surveys to establish lines and grades in engineering projects for other agencies;

May act in an engineering advisory capacity to the town board or other town agencies;

May assume responsibility for sewer system and sewage disposal;

May assume responsibility for water supply system;

Supervises or undertakes the preparation of contracts and the calling for bids for engineering construction;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles and practices of civil engineering;

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Thorough knowledge of laws and other regulatory enactments controlling public works;
Thorough knowledge of the developments of current literature and sources of information in public works engineering;
Ability to plan and direct the work of engineers, contractors and departmental personnel in a manner conducive to full performance and high morale;
Initiatives;
Sound professional judgment;
Physical condition commensurate with the demands of the position.

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

Jurisdictional Classification: Non-competitive position designated a confidential/ policy influencing in all towns.

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