

## ASSOCIATE ENGINEER (DESIGN COORDINATION)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent is responsible for reviewing and approving engineering and architectural design work, including structural, mechanical, HVAC, plumbing, piping, etc., prepared by private consultants. At this level, the incumbent makes decisions independently on problems and methods. In addition, this position is responsible for resolving complaints and modifying estimates for the Capital Budget to reflect changes in designs. The Associate Engineer is a unit leader in an engineering or architectural specialty and is responsible for first line supervision of a unit. An incumbent supervises, coordinates and reviews the work of a number of professional, sub-professional and technical personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Oversees the work of consulting firms performing services in connection with architectural and engineering designs including, structural, mechanical, piping, etc.;

Discusses complaints and authorizes corrective measures including the notification of the parties involved;

Confers with department officials regarding progress of design, specification and estimating and recommends changes and modifications as they may apply or affect the Capital Budget;

Maintains an accounting and scheduling process of capital budget items;

Meets with municipal agencies in negotiations for funding assistance or cooperative ventures with federal, state or private agencies;

Assists in the development of miscellaneous contracts not related to engineering such as moving, cleaning, etc.;

Assists departments in color selection and other interior decorating aspects;

Follows up on contractual arrangements with third parties to assure fulfillment of contractual obligations;

Seals and signs plans, working drawings and specifications as a licensed Professional Engineer as defined in Article 145 of the New York State Education Law or as a Registered Architect as defined in Article 147 of the New York State Education Law;

Assists in the negotiations for contracts with consultants;

Organizes and supervises the unit for the most effective use of staff by developing the abilities of the less experienced employees and by complying with established personnel policies and procedures.;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

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REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of civil engineering and architecture as they apply to Construction; thorough knowledge of the techniques and practices of specification writing; thorough knowledge of construction estimating including the cost of materials related to useful life; good knowledge of the legal aspects of contract preparation; good knowledge of Computer Assisted Design (CAD); knowledge of the design and analysis of structures; skill in engineering computations; ability to lay out and supervise the work of professional and support staff; ability to get along well with others; ability to establish effective business relationships with contractors; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; accuracy; reliability; resourcefulness; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a current valid license to practice as either a Professional Engineer or a Registered Architect in the State of New York at the time of appointment and either (a) a Bachelor's Degree\* in Architecture or Engineering and eight years of field and office experience (pre or post license) in architecture or engineering, one of which must have been in the preparation of designs and one of which must have been in construction administration; or (b) a Bachelor's Degree\* in Engineering Technology and nine years of field and office experience (pre or post license) in architecture or engineering, including the specialized experience as described in (a); or (c) a Master's Degree\* in Engineering or Architecture and seven years of field and office experience (pre or post license) in architecture or engineering, including the specialized experience as described in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a), (b) and (c).

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co.  
J. C.: Competitive  
SAS5

Job Class Code: C2090  
Job Group: XIV