

TOWN ENGINEER

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Town Board or Town Administrator, the Town Engineer is responsible for planning, organizing, and directing all Town engineering functions and performs professional engineering work of a considerable degree of difficulty, complexity, responsibility and importance. General direction is received in matters of Town policy. The incumbent may act as a consultant to the Town Board, Supervisor, and/or Superintendent of Public Works on engineering matters or may serve as the head of the Building and/or Public Works Departments. This is an important technical and administrative position within the municipality. Supervision is exercised over subordinate technical, clerical and labor class employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans special construction or maintenance projects;

Supervises, prepares and reviews plans, specifications, designs, cost estimates and time schedules for special construction, alteration contracts, and proposed maintenance or public works engineering projects;

Details maps, plans, profiles, and cross sections of engineering projects;

Interprets and/or enforces the zoning ordinances as required;

Drafts forms of codes and makes recommendations for zoning changes and for street lighting improvements;

Conducts negotiations between the Town and outside parties, such as County officials, Village officials, utility companies, etc.;

Maintains Town Assessor's and engineering maps, plans, and records;

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

Computes cubical contents of new construction for tax purposes;

Issues permits for the construction of street openings, sidewalks, curbs, and gutters to private contractors;

Inspects materials and workmanship on highways, sewers, water mains, storm drains, sidewalks, and other public works construction projects to ensure that work is performed according to plans, specifications, and engineering standards and recommends any necessary improvements for efficiency purposes;

Prepares surveys, estimates of quantities and estimates of cost;

Assumes responsibility for the sewage treatment and disposal system;

Assumes responsibility for the water supply and distribution system;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Authorizes purchase orders for construction materials;

Keeps records of expenditures;

Conducts special studies and prepares reports on a variety of projects and activities as a basis for recommendations to the Town Board;

Investigates complaints relating to roads, grading and drainage;

Attends Town Board meetings, Planning Board meetings and Zoning Board meetings as necessary;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail, database, GIS and Auto CAD software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of engineering and the sources of engineering information involved in the field; good knowledge of design and construction of water mains, sanitary sewers, storm drains, buildings and other public works facilities; good knowledge of building construction and maintenance; good knowledge of administrative practices as they apply to local government; a high degree of skill in the application of such knowledge of engineering projects; ability to obtain the cooperation and support of others; ability to initiate and develop studies and investigations and to prepare reports; ability to express ideas on technical subjects clearly and concisely, orally and in writing; ability to plan and supervise the work of others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; initiative and resourcefulness in the solution of engineering problems; tact; accuracy; honesty; dependability; sound judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a Professional Engineer's License issued by New York State and two (2) years of experience in the field of civil engineering, one (1) of which must have been in a supervisory capacity.