

DIRECTOR OF DESIGN COORDINATION

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class directs and supervises engineering design work for construction projects within the jurisdiction of the Department of Public Works. An incumbent is responsible for the development and modification of project budgets for the design work, as well as construction management which includes interacting with contractors, monitoring project schedules, and authorizing payment. The incumbent is responsible for the efficient and effective performance of an engineering section with respect to its work on buildings, roads, bridges and/or site work. The incumbent also ensures that the projects are completed with appropriate technical solutions. This class differs from the Associate Engineer in that an incumbent is responsible for the administrative supervision of several work units and/or is responsible unique fields within the engineering field, such as environmental facilities and wastewater management. Supervision is exercised a number of professional, sub-professional, technical and clerical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Organizes and supervises both in-house and consulting engineering personnel in the development and implementation of construction design work for new structures and the alteration of existing structures, and preparation of maintenance/service contracts;

Assigns construction contracts to individual construction inspectors after consultation with professional and technical engineering staff to ensure optimal staffing on projects;

Reviews staff work and monitors progress to ensure that prescribed budgetary, time and contract guidelines are met, recommending and preparing Change Order Resolutions for the contracting of additional and/or modified project work;

Reviews payment requisitions for completed construction projects to recommend/approve payments; negotiates Change Order work claims with contractors, consultant architects and engineers for added service fees;

Evaluates projects to determine whether they are best performed by in-house staff or by consultants retained by contract;

Reviews and monitors staff work to ensure appropriate solutions within prescribed budgetary and time guidelines, to ensure that project goals are addressed, and to ensure adherence to various mandated regulations;

Assigns tasks (e.g., design work, reports, field investigations, client interviews, etc.) to provide the engineering services for approved projects, utilizing staff effectively and efficiently;

Reviews required design work tasks, including construction contract documents and subsequently approves them for public advertising, to obtain bid proposals;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Directs research for and preparation of budget estimates to be used in the consideration of future projects;

Supervises field construction coordinators and adapts designs in response to changing field conditions;

Evaluates performance and conducts training and development of staff;

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;

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

May perform other incidental tasks as needed.

FULL PERFORMANCE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of the engineering profession as they apply to administering design and construction; good knowledge of the principles and practices of budgeting, financial record keeping and supervision; ability to plan, layout and supervise the work of professional and support staff; ability to speak and write effectively; ability to use computer applications such as spreadsheets, word processing, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; initiative; resourcefulness; tact; sound professional judgement; integrity and physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* Civil Engineering, Construction Engineering or Mechanical Engineering, or a related field and four years of experience in the design and construction of engineering projects, two years of which must have included supervisory responsibility over professional engineering staff.

SPECIAL REQUIREMENTS:

1. Possession of a valid license and current registration to practice as a Professional Engineer in New York State
2. Possession of a valid license to operate a motor vehicle in New York State.

*SPECIAL NOTE: Education beyond the secondary must be from an institution accredited or recognized 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.

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J.C.: Competitive
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Job Class Code: C2331
Job Group: XV