

ASSISTANT VILLAGE ENGINEER

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Village Engineer, the incumbent of this position assists in performing professional engineering and administrative work requiring a thorough knowledge of engineering principles and practices and of the operations of municipal government. While much latitude is provided for independent action, direction and supervision of the work is provided by the Village Engineer. This position differs from Senior Civil Engineer in that in addition to professional engineering work, the incumbent is involved in administrative planning and assisting the Village Engineer in advising on engineering matters as well as the overall operation of the department. Some supervision may be exercised over other Village employees. The incumbent may be assigned Building Inspector duties with responsibility for reviewing and approving plans and specifications in connection with the issuance of building permits and enforcing and ensuring compliance with local building code and the New York State Uniform Fire Prevention and Building Code. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Prepares maps, plans, profiles and cross-sections;

Acts for and on the behalf of the Village Engineer;

Prepares surveys, estimates of quantities, and costs for annual budget and cost benefit analysis;

Estimates construction costs of pavements, sewers, drains, sidewalks, water mains and other public works projects including structures;

Coordinates work with other departments such as public works, water, police, fire, building and administration to ensure that planned work within the Village will not conflict with other departmental needs;

Confers with Village Engineer on various engineering and technical issues;

Prepares advertisements for bids on construction materials;

Prepares plans and specifications for construction projects and structures;

At the direction of the Village Engineer, prepares annual report on storm water and FEMA compliance in order to maintain the Community Rating System issues by FEMA;

Makes or assists the Village Engineer in making presentations to the Village Manager/Administrator and Board of Trustees on planned work and budget requests;

Assumes responsibility for sewage system and sewage disposal, water supply, storage and distribution system and snow removal;

Issues excavation permits for street openings on public property for installation of utilities, driveways, etc. to adjoining private properties;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Keeps village maps up to date;

Keeps tax maps up to date and prepares assessment data;

Conducts negotiations with County and Town officials and utility companies, etc.;

Keeps records of expenditures and construction contracts;

May supervise the duties of the Building Inspector;

May be assigned Building Inspector duties such as reviewing and approving plans and specifications in connection with the issuance of building permits and enforcing and ensuring compliance with local building code and the New York State Uniform Fire Prevention and Building Code;

Uses various computer applications or other automated systems such as computer automated design programs (CAD), word processing, spreadsheets, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles of engineering and the sources of engineering information; good knowledge of the design, construction and maintenance of water mains, sanitary sewers, storm drains and other public works facilities; good knowledge of building construction and maintenance; good knowledge of administrative principles and practices that apply to local government; ability to initiate and develop studies and investigations and to prepare reports; ability to plan and supervise the work of others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; resourcefulness in the solution of engineering problems; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a current Professional Engineering License issued by New York State and one (1) year of experience in the field of civil engineering that involved the design and/or supervision of the construction of public works facilities.

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

SPECIAL NOTE: Education beyond the secondary level 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.

SPECIAL REQUIREMENT: If the assignment requires that the incumbent perform building inspection work, it is the responsibility of the appointing authority to ensure that the candidate has appropriate certification to do so. Specifically, effective January 1,

SPECIAL REQUIREMENT (cont'd.):

2015, code enforcement personnel who are charged with enforcement of New York State Uniform Fire Prevention and Building Code and/or New York State Energy Conservation Construction Code shall be required to complete the code enforcement official basic training program as outlined in Title 19 of New York Codes, Rules and Regulations

(NYCRR), Part 1208 – Minimum Standards for Code Enforcement Training in the State of New York, Section 1208-3.2(c), within the shorter of eighteen (18) months after the date of initial appointment or eighteen (18) months after the date of first attendance at a course included in the basic training program, or have obtained certification pursuant to. It is the responsibility of the appointing authority the provisions of Section 1208-5.4. In addition, they are required to maintain active code enforcement official certification on an annual basis by completing in-service training as defined in Section 1208-3.3(c) and any advanced in-service training as defined in Section 1208-3.4. It is the responsibility of the appointing authority to ensure that employees who have been certified as code enforcement officials maintain their certification on an annual basis pursuant to these sections throughout the duration of their employment.