

CITY ENGINEER

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the City Manager or Assistant City Manager, this is an important technical and administrative position requiring a thorough knowledge of all phases of engineering and of the operation of municipal government. The City Engineer has full responsibility for carrying out all City engineering work, and general direction is received in matters of City policy. The City Engineer acts as a consultant to the City Council and other City officials on all engineering matters. Depending on assignment, the incumbent may serve as the head of the Public Works and/or Building Departments. Supervision may be exercised over a small number of engineering and technical personnel and over public works personnel where so assigned. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

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;

Estimates cost of construction of pavements, curbs, sewers, drains, sidewalks, water mains, etc., and prepares bid specifications and documentation for public works contracts;

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

Reviews construction and subdivision plans for compliance with zoning code and interprets or enforces the zoning ordinances as required;

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

Issues permits for street openings and sidewalk, curb and gutter construction to private contractors;

Prepares surveys, estimates of quantity and estimates of cost;

Certifies the size and capacities and installation of the sewage system, sewage disposal, and water supply system;

Conducts special studies and prepares reports on a variety of subjects and activities as basis for recommendations to City Council, City Manager or Assistant City Manager;

Makes recommendations for changes to the City Code as it relates to engineering and public works matters;

Authorizes purchase orders for construction materials and keeps records of expenditures;

Prepares annual budget for the department;

Meets with and responds to resident requests for information and complaints as they relate to engineering and public works matters;

EXAMPLES OF WORK (Illustrative Only) (Continued):

May oversee and direct the maintenance of roadways, sewers, drains, sidewalks, streetlights and other right of way assets;

May oversee and direct the grounds maintenance for all parks and ball fields under the City's control and planting of trees and shrubs;

May oversee and direct the collection of private garbage and recycling materials throughout the City;

May oversee and direct snow and ice control operations on City property and street cleaning operations;

May oversee and direct the maintenance, repair and installation of the sanitary sewage pumping station;

May oversee the maintenance of the City's automotive fleet, construction machinery, large equipment, generators and small equipment, including lawn maintenance equipment;

May coordinate and maintain records of required training for public works personnel;'

May perform or supervise the duties of building inspector and/or plumbing inspector;

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 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, building and other public works facilities; good knowledge of building construction and maintenance; good knowledge of administrative principles and practices that apply to local government; a high degree of skill in the application of such knowledge to engineering projects; ability to initiate and develop studies and investigations and to prepare reports; 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; 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 of which must have been in a supervisory capacity.