

CITY ENGINEER

GENERAL STATEMENT OF DUTIES: Responsible for all engineering work of a city; acts as consultant to the city council and other city officials on engineering matters; does related work as required.

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 in carrying out engineering matters and general direction is received in matters of city policy. Supervision may be exercised over a small number of engineering and technical personnel and over public works personnel where so assigned.

EXAMPLES OF WORK: (Illustrative Only)

Details maps, plans, profiles and cross sections;

Estimates cost of construction of pavements, curbs, sewers, drains, sidewalks, water mains, etc.;

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;

Supervises, assists in or undertakes preparation of plans and specifications for special construction alteration contracts or maintenance projects;

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

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

Prepares surveys, estimates of quantity and estimates of cost;

Assumes responsibility for certifying the size and capacities and installation of the sewage system, sewage disposal, and water supply system;

Keeps records of expenditures;

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

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

EXAMPLES OF WORK (Illustrative Only) (Continued):

May authorize construction material purchase orders;

May direct or undertake the supervision of street and other public works activities.

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May use computer applications such as spreadsheets, word processing, 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 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; 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.

Cities of Rye and Peekskill

J.C.: Non-Competitive (City of Rye)

Competitive (City of Peekskill)

Job Class Code: 0908-01 (Peekskill)

0908-02 (Rye)