

DEPUTY DIRECTOR – DEPARTMENT OF TECHNICAL SERVICES (ENGINEERING)  
(TOWN OF CORTLANDT)

GENERAL STATEMENT OF DUTIES: Has responsibility for engineering work of the Town and directs the activities of the engineering staff.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director – Department of Technical Services, the incumbent of this position supervises the activities of the engineering division and performs or oversees the engineering work of the municipality. The employee in this class performs engineering work of considerable complexity and difficulty, requiring independent decisions and the ability to supervise the work of technical and clerical subordinates.

EXAMPLES OF WORK:

Makes recommendations in the formulation of policies and procedures for carrying out the engineering functions of the municipality;

Establishes goals, procedures, protocol and priorities for the engineering division;

Oversees construction projects, bid documents, water and sewer main extensions, applications for sewer services, etc.;

Provides technical review of site plan applications;

Interacts with other agencies on construction projects including Department of Environmental Protection, Department of Environmental Conservation, Army Corps of Engineers, Westchester County, etc.;

Estimates the costs of construction of paving, curbs, sewers and sidewalks;

Prepares surveys, estimates of quantities and estimates of cost;

Prepares plans and specifications on special construction or alteration contracts;

Maintains liaison with various departments and boards of the town government and addresses same on various engineering matters;

Assists the Director with the preparation of engineering division budget;

Supervises the work of professional, technical and clerical staff.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the general principles and practices of engineering and the sources of engineering information involved in the field; a high degree of skill in the application of such knowledge to engineering projects; ability to obtain the cooperation and support of others; initiative and resourcefulness in the solution of engineering problems; ability to plan and supervise the work of others; good judgment; initiative; tact; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) graduation from a recognized college or university with a Bachelor's Degree in Engineering and five (5) years of experience in the field of engineering; or (b) graduation from a Master's program in engineering and four (4) year of experience as stated in (a); or (c) twelve (12) years of work experience where the primary functions of the position involved the field of engineering; or (d) a satisfactory equivalent combination of the foregoing training and experience.