

DIRECTOR OF ENGINEERING  
(Westchester Joint Water Works)

GENERAL STATEMENT OF DUTIES: Has responsibility for all engineering work of the Westchester Joint Water Works; acts as an advisor to water works personnel on engineering matters; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Manager (Westchester Joint Water Works); the incumbent of this position performs important technical and administrative work requiring a thorough knowledge of the principles and practices of engineering and a good knowledge of the operation of water supply distribution systems and/or treatment plants. This position performs engineering work of a considerable degree of difficulty, complexity, responsibility and importance and is also responsible for related budgets and accounting. The Director of Engineering has full responsibility in carrying out engineering matters and general direction is received in matters of Westchester Joint Water Works policy from the Manager. Supervision is exercised over subordinate technical, clerical and labor class employees, where so assigned.

EXAMPLES OF WORK: (Illustrative Only)

Supervises a staff of technical and clerical subordinates; may act for manager in his/her absence

Organizes and supervises plans and reports for both in-house and engineering consultants for the preparation of water works construction projects: seals and signs plans as a Licensed Professional Engineer as defined in Article 145 of the New York State Education Law to obtain permits for proposed work as required;

Uses computer applications such as AutoCAD, GIS, spreadsheets, word processing, calendar, e-mail and database software when performing work assignments;

Details maps, plans, profiles and cross-sections of water distribution and related systems;

Aids in the preparation of annual list of capital budget items for Westchester Joint Water Works facility improvements and keeps and maintains records of related expenditures

Represents the Westchester Joint Water Works regarding engineering matters with regulatory and other governing authorities;

Interprets, and ensures that work complies with, Department of Health and Westchester Joint Water Works regulations;

Supervises or undertakes preparation of plans and specifications for water distribution construction contracts;

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

Assumes engineering and construction responsibilities for water supply and distribution systems;

Performs studies and reports on water works projects and activities for recommendations to the Manager (Westchester Joint Water Works).

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practice of engineering and the sources of engineering information involved in water distribution systems, as well as in related site and field work; good knowledge of design and construction of water mains, other water works facilities and related work such as Phase II stormwater regulations relating to construction projects; good knowledge of administrative practices as applied to utilities and related local jurisdictions; familiarity with accounting and budgeting procedures; a high degree of skill in the application of such knowledge of engineering projects; ability to obtain the cooperation and support of others; ability to initiate and develop studies and investigations and to prepare technical reports; ability to plan and supervise the work of others; ability to effectively use computers and applicable software including spreadsheets, work processing, CAD, e-mail calendar, etc.; initiative and resourcefulness in the solution of engineering problems; honesty; dependability; sound judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: a) graduation from an accredited college or university with a Master's Degree in Civil, Sanitary or Environmental Engineering and eight years experience in the design (including the use of automated engineering systems such as AutoCAD, GIS, etc.) and oversight of the construction of civil engineering projects, two years of which involved the operation, maintenance, design or repair of water or wastewater facilities, including one year in a supervisory capacity; or b) graduation from an accredited college or university with a Bachelor's Degree in Civil, Sanitary or Environmental Engineering and nine years of experience as in (a) above, including the specialized and supervisory experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENTS: 1) Possession of a Professional Engineer's License issued by New York State, at time of appointment; 2) Possession of a Grade D-Distribution System Water Operator's Certification issued under the provisions of the New York State Sanitary Code, at time of permanent appointment.

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.

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