

VILLAGE ENGINEER

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Village Board of Trustees or the Village Manager, the Village Engineer performs in an important technical and administrative position requiring a thorough knowledge of the principles and practices of engineering and a good knowledge of the operation of municipal government. The Village Engineer has full responsibility in carrying out engineering matters and general direction is received in matters of Village policy. The incumbent may act as a consultant to the Village Board, Manager, and/or Superintendent of Public Works on engineering matters or may serve as the head of the Building and/or Public Works Departments. Supervision is exercised over subordinate technical, clerical and labor class employees, where so assigned. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans special construction or maintenance projects;

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

Directs or undertakes the supervision of street and other public works activities;

Interprets and/or enforces the zoning ordinances as required;

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

Conducts negotiations between the Village and outside parties, such as County officials, Town officials, utility companies, etc.;

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

Keeps Village Assessor's maps and other maps up-to-date;

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

Computes cubical contents of new construction for tax purposes;

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

Prepares surveys, estimates of quantity, and estimates of cost;

Assumes responsibility for sewage system, sewage disposal system;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Assumes responsibility for water supply and distribution system;

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

Conducts special studies and prepares reports on a variety of subjects and activities as basis for recommendations to the Village Board of Trustees;

Attends Village Board, Planning Board and Zoning Board meetings as necessary;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail, database, GIS and Auto CAD software in performing work assignments.

When assigned as Head/Supervisor of the Public Works Department:

Plans, supervises and participates in the construction, extension and maintenance of streets and roads;

Monitors safety at all Village facilities as well as safety procedures of the staff members;

Administers the daily assignments of the highway/wastewater staff members to assure efficient use of manpower;

Oversees the maintenance of all Village equipment and vehicles and oversees appropriate use of such;

Keeps records of public works activities and prepares reports.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices 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, buildings and other public works facilities; good knowledge of building construction and maintenance; good knowledge of administrative practices as they apply to local government; 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 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; honesty; dependability; tact; accuracy; 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 (1) of which must have been in a supervisory capacity.