

ASSISTANT TOWN ENGINEER

DISTINGUISHING FEATURES OF THE CLASS:

This is a responsible professional level engineering position requiring the exercise of independent judgment in designing and supervising the construction of water mains, sewers, pump stations and other Town engineering projects on a small scale. Work is performed under the license and general supervision of the Town Engineer. Supervision may be exercised over the work of subordinate personnel.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Assists in the preparation of plans, specifications and design of proposed engineering projects such as sanitary sewers, storm sewers, water mains, pump stations and other Town engineering projects;
2. Performs field survey work for Town engineering projects;
3. Performs subdivision reviews from an engineering viewpoint to determine compliance with local and state regulations;
4. Performs investigations and reports on construction projects;
5. Prepares cost estimates;
6. Monitors the daily operations of contractors who are constructing Town projects to make sure that the contractor is complying with all job specifications and legal requirements;
7. Assists Town Building Department in the solution of drainage problems that occur on building lots;
8. May prepare miscellaneous technical reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of civil engineering, especially as related to the design, construction and maintenance of sewers, water mains and streets; good knowledge of surveying techniques; ability to construct, read and interpret engineering drawings and specifications; ability to make difficult technical computations and to compute engineering data; ability to make cost estimates; ability to lay out clearly and concisely the working details of engineering projects; ability to supervise engineering projects; initiative and resourcefulness in the solution of engineering problems; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Civil Engineering or a closely-related field, AND three (3) years of experience in engineering field work or office work.

SPECIAL REQUIREMENT:

1. Possession of a valid New York State driver's license.

ADOPTED: 04/23/76

REVISED: 04/30/87 10/2/12