

TOWN ENGINEER

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for performing professional civil engineering work in the planning, coordinating, organizing, directing, and/or advising on various kinds of engineering projects. An employee in this class applies professional engineering skills and knowledge in connection with the design, construction, maintenance, and inspection of public works projects. The Town Engineer also reviews the work of contractual engineers who design major projects and acts as technical advisor to other town departments and agencies. The work is performed with considerable independence and initiative under the general direction of either the Town Supervisor and/or Town Board. Supervision is exercised over subordinate employees.

TYPICAL WORK ACTIVITIES:

1. Designs and supervises the construction of water mains, storm and sanitary sewers, drainage projects, pumping stations, sections of sewage disposal plants, streets and highways;
2. Performs field inspections to evaluate project needs or to insure project is in conformance with plans and specifications;
3. Consults with and reviews the work of contractual engineers;
4. Prepares and reviews plans, specifications, contracts and cost estimates for construction projects;
6. Participates in negotiations for right of way purchases;
7. Conducts long range studies to determine future street, sewer and water system needs;
8. Acts as technical advisor to a Town Planning Agency, Zoning Commission, Highway Department or Department of Public Works;
9. Prepares detailed written reports as to the progress, problems, and difficulties of engineering projects;
10. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles practices, and instruments used in the engineering field;
Good knowledge of the principles and practices of civil engineering;
Good knowledge of drafting and surveying, including computations;
Good knowledge of engineering specifications and estimates;
Skill in the application of engineering knowledge to proposed projects or those in process;
Ability to construct, read, and interpret engineering specifications and complex construction plans;
Ability to perform difficult technical engineering computations, to make estimates and tests, and to compile engineering data and statistics;
Ability to prepare finished plans, designs, specifications, and narrative reports in a timely manner;
Ability to gather, analyze and evaluate information from a variety of sources and prepare recommendations and proposals;
Ability to plan, schedule, coordinate, and evaluate repair, maintenance and construction programs;
Ability to analyze the condition of roads, structures, equipment, embankments and construction projects to determine maintenance, repair and construction needs;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

TOWN ENGINEER (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Civil Engineering and four years of professional level work experience in civil engineering or a closely related engineering field;
- OR: (B) Graduation from high school and twelve years of progressively responsible work experience in the field of civil engineering, at least four years of which must have been in a professional level capacity in civil engineering or a closely related field;
- OR: (C) An equivalent combination of the training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT:

An applicant must be eligible for a professional engineer's license issued by the State of New York. Possession of the license is required at the time of appointment.

EG0209

ADOPTED: 03/28/74

REVISED: 11/27/79 10/28/87 11/23/92 11/02/07