

TOWN ENGINEER/DIRECTOR OF PLANNING

Code No.: 6-20-013

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory and administrative position involving supervising and directing the engineering and planning personnel of a town in the areas of research, design, field work and site plan review. Employees of this class function as department head and exercise direct supervision over a clerical and technical staff. Administrative supervision is received from the Town Supervisor and Town Board.

TYPICAL WORK ACTIVITIES:

Supervises public works project design, planning and construction;

Assigns and reviews the work of subordinates;

Performs annual employee evaluations;

Reviews public work project plans and specifications;

Advises contractors of town regulations and ordinances regarding public work projects;

Meets with contractors to discuss construction plan;

Perform job site plan review, utilities review and specification review to ensure compliance with local regulations;

Serves as consultant to Town Board and planning board on special reviews, permit applications, and technical advise on proposed projects;

Coordinates, interprets and implements government regulations such as: Environmental Review Act and Wetlands Act;

Attends Town board meetings;

Prepares cost estimates for various town projects;

Prepares and maintains department budget;

Presents contractors proposal to town board;

Prepares technical reports;

Prepares towns application for Community Development;

Develops legal descriptions for zoning areas and master plan development;

Performs occasional project inspections;

Updates town specifications and codes for public work projects.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the practices, principles, and theories of Civil Engineering and planning as it pertains to public work projects; good knowledge of engineering and planning research; good knowledge of modern methods and principles of construction and maintenance of public works; good knowledge of local regulations and ordinances governing public work projects; ability to express technical engineering and planning concepts and discuss in reports, drawings, designs, and written specimens; ability to plan, layout, and supervise engineering activities; ability to prepare and maintain a budget; ability to prepare technical narrative reports; ability to use the various engineering and planning instruments such as ruler, compass, etc.; ability to inspect public works projects; ability to review plans and specifications for conformance to local ordinances; initiative and resourcefulness in solving engineering problems; mental alertness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

- (A) Ten (10) years of responsible full-time paid experience in civil engineering and/or planning, two (2) years of which shall have been in a supervisory position; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Civil Engineering, plus four (4) years of responsible full-time paid experience in Civil Engineering and/or planning, two (2) years of which shall have been in a supervisory position; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Civil Engineering, plus three (3) years of responsible experience in Civil Engineering and/or planning, two (2) years of which shall have been in a supervisory position; OR,
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENTS:

Eligibility for New York State Engineer's License and possession of said license within one (1) year of date of appointment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: August 14, 1980