

## **DIRECTOR OF ENGINEERING/PLANNING**

Code No.: 6-04-048  
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, surveying, design work, drafting, bidding and construction of public works, and plan review of commercial, industrial and residential developments within the town. Employees of this class function as department head and exercise direct supervision over technical and clerical staff. Administrative supervision is received from the Town Supervisor and Town Board. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Supervises public works project planning and design;

Prepares, plans and cost estimates for various town projects;

Reviews public work project plans specifications;

Assigns and reviews the work of subordinates;

Reviews plans for utilities and site work to ensure compliances with local requirements;

Serves as consultant to Town Board, planning board and conservation board on site plans, permit applications, and provide technical advice on proposed projects;

Attends Town Board meetings;

Plan, develop, and carry through projects funded by the Community Development Agency and state and federal agencies;

Prepares and maintains department budget;

Conducts special studies for the Town Board for planning operations and fiscal matters;

Advises contractors of town specifications regarding public work projects;

Presents contractors proposal to Town Board;

Prepares technical reports;

Performs occasional project inspections.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the practices, principles, and theories of Civil Engineering and Planning; 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, drafting and surveying instruments; 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 an equivalency diploma plus, EITHER:

- (A) 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 or its part-time equivalent 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 Master's degree in Civil Engineering, plus three (3) years of responsible full-time or its part-time equivalent paid experience in civil engineering and/or planning, two (2) years of which shall have been in a supervisory position; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENT:** Professional Engineer's License from the State of New York at the time of appointment.

**ADOPTED:** September 3, 1981

**REVISED:** October 4, 2012