

CHIEF ENGINEER

Code No: 6-20-014
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional engineering and senior managerial position responsible for directing the Town Engineering and Construction Inspection Divisions. This position prioritizes, schedules, and coordinates the assignments of the Engineering and Construction Inspection Divisions. The work requires considerable exercise of independent judgment especially as it relates to technical engineering issues and the implementation of town public works projects. This position differs from the lower level Associate Engineer by virtue of its expanded scope and responsibility for the coordination of projects within the Engineering and Construction Inspection Divisions. The employee reports directly to, and works under the general supervision of, the Commission of Public Works. General supervision is exercised over a staff of technical and professional employees. 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.)

Establishes and manages annual engineering programs for drainage, new sidewalk construction, bridge and culvert inspections, sewer rehabilitation, and all capital improvement projects;

Acts as chairperson for the Traffic Advisory Committee meetings;

Oversees the sign inventory and all new sign approval for fabrications and installations;

Oversees all special district formations and improvements including sanitary sewer extensions and street lighting extensions;

Prepares and evaluates requests for proposals for consultant engineers;

Acts as liaison with consultants on Town projects;

Approves designs, contracts and plans for all consultant construction projects;

Conducts and/or attends public informational meetings relating to Town, County, or State capital improvement projects;

Coordinates the Town community system rating for the Federal Emergency Management Agency Program;

Formulates the budget for the Engineering division;

Assists in the administration of State and Federal grant applications;

Attends or assigns a representative to participate in the Monroe County Storm Water Coalition Committee, Kodak Park Technical Review Committee and the Northrup Creek Committee meetings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Civil Engineering principles, practices, and theories as they apply to the planning, design, construction and inspection of storm and sanitary sewers, highways, streets, buildings, parks, bridges and similar structures; thorough knowledge of the principles of capital improvement project management; thorough knowledge of the use of standard construction design specifications; good knowledge of State and Federal regulatory requirements as related to engineering and construction; good knowledge of the practices of sign fabrication and installation; good oral and written communication skills; good analytical skill; ability to evaluate project proposals; ability to plan and supervise the work of professional and technical support staff; ability to prepare plans for major public works projects; ability to design projects and other public works construction; ability to write and respond to inquiries; ability to make preliminary and final estimates; ability to prepare project specifications; ability to formulate and prepare the division budget; ability to communicate with media and public groups; good judgment; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Engineering plus six (6) years of professional work experience in civil, electrical, environmental, mechanical, transportation or sanitary engineering activities including project planning and design development and review, two (2) years of which shall have been in a supervisory capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Engineering, plus eight (8) years of experience as defined in (A) above, two (2) years of which shall have been in a supervisory capacity; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS: Possession of a New York State Professional Engineers license at time of appointment, issued by a state having reciprocity with New York Professional Engineering licensure standards, and which license was obtained by written examination.

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

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: July 9, 2002