

TOWN ENGINEERING TECHNICIAN

Code No: 6-20-007
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible technical position concerned with expediting and performing various subdivision development processes. These processes will include, but are not limited to, reviewing the developer's financial statements, overseeing drainage grading and street lighting programs, as well as, coordinating related office functions. Direct supervision is received from the Town Engineer. Lead supervision may be exercised over Engineering Aides. 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):

Reviews and processes developer's financial statements, including reviewing Engineer's estimates and progress payments;

Releases Owner's Guarantee and contingency funds from the developer's letter of credit;

Oversees subdivision drainage grading program, including performing inspections for conformance to specifications, troubleshooting, and related record keeping;

Coordinates subdivision street lighting program, including expediting paperwork between the Town and Rochester Gas and Electric (R,G&E) to meet timelines, and securing Town Board approval on financial estimates;

Coordinates the microfilming of maps, drawings and records with the vendor and Town public works department;

Coordinates water map updating, including scheduling drafting assignments for Engineering Aides.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the Town building code as it relates to subdivision development; good knowledge of mathematics and typical civil engineering problems; working knowledge of blueprint reading and preparation; working knowledge of mechanical drawing and map preparation; ability to review financial statements for accuracy and reasonableness as it relates to estimates and payments; ability to inspect construction sites for drainage grading conformance to specifications; ability to expedite paperwork to meet timelines; ability to keep field records and reports; ability to understand oral and written engineering instructions; ability to communicate well both orally and in writing; good judgment; health 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; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Engineering Technology or a related technical field, plus two (2) years full-time or its part-time equivalent paid experience in an engineering aide capacity with duties including performing well-defined inspections, participation in field surveys or map preparation; OR,
- (C) Four (4) years of experience as defined in (B) above; OR,
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

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: January 27, 1986