

DEPUTY DIRECTOR OF ENGINEERING/ PLANNING

Code No. 3-13-039

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position responsible for directing and supervising engineering and planning operations in a Town or Village including research, surveying, design, drafting, bidding and construction of public works projects and review of commercial, industrial and residential plan developments. The employee reports to the Director of Engineering and Planning. General supervision is exercised over subordinate technical staff. 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)

Directs and supervises project inspections performed by subordinate engineering personnel;

Advises contractors of Town or Village specifications regarding public works projects;

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

Assigns and reviews the work of subordinate staff;

Provides technical advice to staff on proposed projects;

Conducts special studies for various planning operations;

Plans and coordinates projected funded by local , state and federal agencies;

Reviews plans and specifications of public works projects prepared by public works consultants;

Prepares plans and cost estimates for various town projects and prepares related technical reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the practices, principles and theories of civil engineering and planning; good knowledge of the methods and principles of construction and maintenance of public works projects; working knowledge of local regulations and ordinances governing public works projects; ability to express

technical engineering and planning concepts in reports, drawings, designs, and written specifications; ability to plan, layout and supervise engineering activities; ability to prepare technical and narrative reports; ability to review plans and specifications for conformance to local ordinances; initiative and resourcefulness; mental alertness; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Civil Engineering or Civil Technology; plus,

- (A) Three (3) years paid full-time or its part-time equivalent experience in civil engineering or physical or urban planning, one (1) year of which must have been in a supervisory* capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Civil Engineering, Civil Technology plus two (2) years of experience as defined in (A) above, one (1) of which must 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.

*supervisory capacity is defined as responsibility for direction and control of subordinate employees, involving assigning work, approval of work, training and discipline of employees. The supervisory aspects must be an integral part of the job, not incidental or occasional.

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

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 15, 1993