

ASSISTANT TOWN ENGINEER

Code No: 6-01-012
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional engineering position in a town responsible for supervising various engineering projects involving the work of contractors, developers and outside engineers. Work can involve areas of stormwater design and compliance, traffic engineering, highway or utility design or construction, water or sewage treatment systems, environmental engineering, or other civil engineering fields. The employee reports directly to, and works under the general supervision of the Town Engineer, Commissioner of Public Works or other higher-level staff member. Lead supervision is exercised over engineering assistants, aides or technicians. 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.)

Oversees and documents the construction of subdivision utilities within the town;

Prepares technical reports and analysis of engineering projects;

Conducts site inspections;

Investigates citizen complaints and inquiries;

Oversees the organization and maintenance of maps, files, and records for the engineering department and town planning board;

Reviews engineering estimates and authorizes releases on letters of credit under the oversight of the Town Engineer;

Reviews subdivision plans and site plans;

Attends project review committee meetings;

Represents the Engineering Department at planning board, zoning board and town board meetings in the absence of the Town Engineer;

Circulates petitions and obtains easements.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of civil engineering theories and practices; good knowledge of the installation and operation of roads, sanitary sewers, storm water sewers and water line systems; good knowledge of surveying and drafting; working knowledge of town building ordinances, the New York State Building Codes and the town's development criteria; ability to conduct thorough site inspections; ability to address the questions of the public; ability to review engineering plans; ability to develop and maintain records, maps and blueprints for the Department; ability to review estimates and authorize payments; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma plus graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Civil Engineering, Environmental Engineering, Sustainability Engineering or a closely related field

plus
two (2) years paid full-time or its part-time equivalent experience in civil, environmental, or sustainability engineering.

SPECIAL REQUIREMENTS: 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 position.

Monroe County Civil Service Commission

REVISED: March 20, 1986

REVISED: May 5, 2022