

## **PUBLIC WORKS ENGINEERING AND PLANNING COORDINATOR**

Code No. 3-14-358

COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional Civil Engineering position in a Town responsible for assisting the Town Supervisor and Commissioner of Public Works in all areas of highway/traffic planning, construction and repair. The work further involves assisting in the development of an administrative and management program in the general areas of planning, development, coordinated engineering and professional support. Work is conducted in close cooperation with Town Engineers, Town Planning Board, State and County Highway Officials and contracted engineering staff. The employee reports directly to and works under the general supervision of the Commissioner of Public Works. 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)**

Provides technical and direct support for the planning, economic development and developmental review process;

Assists in the formal development of a management process and support system for planning, economic development and developmental reviews;

Participates in the formulation of policies and procedures for planning and construction of new infrastructures, working with the Building Department of the Town as required;

Participates in the formulation of highway capital and annual maintenance improvement programs as well as general programs relating to capital expenditure and planning programs;

Participates in the coordination of Town construction activities for other municipal jurisdictions;

Participates in the coordination of improvements to Town owned facilities and other areas as required;

Coordinates and inspects work and subcontracted work as required;

Participates in the development and application for and use of permits and grants;

Attends and reports at Board meetings and other designated meetings;  
Assists in budget preparation of the Highway, Public Works and Building Departments;

Maintains records and reports as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the practices, principles and theories of civil engineering as they apply to investigation, planning, design, development, construction and inspection of municipal projects; thorough knowledge of engineering research and economics; thorough knowledge of the sources of engineering information; good knowledge of modern methods and principles of construction and maintenance of highways and other facilities; good

knowledge of the goals and objectives of the Town as related to public works issues; organizational skills; analytical skills; ability to prepare designs and drawings, cost estimates, specifications, and reports concerning facilities/infrastructure improvements; ability to assist in the preparation and development of long-range municipal engineering programs; ability to assist in budget preparation; ability to communicate verbally and in writing; ability to establish and maintain effective working relationships; ability to maintain confidentiality; 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 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 Construction Technology, plus two (2) years full time paid or its part time equivalent civil engineering experience that involved highways, buildings and construction; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) 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 6, 2000