

## **CITY ENGINEER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important administrative position in the professional engineering field involving responsibility for planning and directing the activities of various engineering projects. The incumbent engineer will make field surveys to investigate and evaluate various engineering projects; will design and prepare bid documents for roadway, storm sewer, sanitary sewer, and other public works projects related to the city's infrastructure. Supervision may be exercised over various projects. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Designs and drafts plans and specifications for roadways, storm drainage, erosion control, and sanitary sewers;
- Reviews comments, and conducts design review meetings with engineers, architects and design professionals on specific engineering projects;
- Directs and investigates planning for various engineering projects, prepares cost estimates and scheduling of construction projects for consideration;
- Reviews estimates, specifications, reports, plans and contracts through the life of all civil works projects;
- Reviews correspondence from regulatory agencies pertaining to permitting and management of civil works projects;
- Acts as a consultant to other municipal departments on engineering issues;
- Serves as a primary contact with the Department of transportation regarding drug and alcohol testing;
- May prepare budget estimates;
- Serves as a liaison with outside engineers, architects, and consultants for the city;
- Works directly with the public and property owner's to handle complaints and makes recommendations on corrective action.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of principles and practices of engineering theory; good knowledge of construction procedures including design, specifications, inspections and surveys; good knowledge of tools, terminology, and materials used in the construction of roads, bridges, and buildings; good knowledge of codes, laws, rules, regulations and procedures governing engineering design; ability to prepare plans, specifications, and reports; ability to coordinate engineering projects of moderate difficulty; ability to establish cooperative relationships with contractors, vendors, co-workers, and other staff; ability to work with and serve a diverse local community; mechanical aptitude; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS** Either:

- (A) Graduation from a regionally accredited college or university or New York State registered college or university with a Masters Degree in civil engineering and five (5) years of experience performing engineering design and construction; OR
- (B) Graduation from a regionally accredited college or university or New York State registered college or university with a Bachelor's Degree in civil engineering and seven (7) years of experience performing engineering design or construction.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:** Eligibility for a license to practice as a professional engineer in New York State. Possession at the time of appointment.

Revised 5/6/2019 PO