

## ASSISTANT SUPERVISOR OF PLANNING AND DESIGN

DISTINGUISHING FEATURES OF THE CLASS: This is moderately high level supervisory office engineering work involving assisting with technical and administrative management of facilities. Work requires application of mathematical and scientific principles to a variety of engineering and operations problems with regard maintenance of county facilities. Considerable use of independent judgment is required in devising new methods and adapting standard procedures to solve problems, meet unusual conditions, and manage the ongoing integration of human, physical, energy, communications, management, and information needs while ensuring environmental and fiscal efficiency and responsibility as well as meeting health and safety standards in accordance with applicable policies, laws and requirements. The incumbent oversees, manages and advises subordinate employees work on multiple projects as well as ongoing facilities maintenance. Additional responsibilities include advising public officials and/or individuals on problems requiring professional environmental engineering knowledge and judgment; promotion of sound environmental practices throughout county operations through innovations in practice and policy; and conducting investigations of conditions and problems requiring professional environmental engineering knowledge, skills and abilities. Work is performed under general direction of the Supervisor of Planning and Design. Supervision is exercised over the work of subordinate employees. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists with supervision of, and participates in evaluation, preparation, planning and estimating of engineering projects, to ensure that they meet objectives and adhere to specified standards;

Prepares and monitors program scheduling to meet completion commitments and deadlines;

Investigates complaints, recommends and may authorize corrective measures;

Confers with supervisors concerning project progress and recommends changes and modifications in design, specification, estimates, etc., based on field conditions to solve problems in a timely manner;

Assists in directing the technical management, maintenance and operation of all County-owned facilities, including cost analyses, quality control, planning, providing consultation and supervision;

Assists in research, planning, design and construction of new County facilities and/or expansion, repairs and/or structural modifications of existing facilities;

Assists in coordinating environmental facility problems, projects and policies throughout the County;

Participates in the preparation, review and revision of plans, specifications and design of proposed engineering projects;

Prepares complex engineering calculations, checks calculations of subordinates, and instructs subordinates in preparation of calculations and construction documents;

Designs projects as assigned, from concept to end design, including considerations of cost-effectiveness and constructability;

Assists in consulting with officials of the federal government, New York State and local municipalities on matters pertaining to environmental facilities and acts in an advisory capacity to municipalities within the County;

Assists in ensuring all work and design projects are in compliance and conformance with all applicable federal, state, and local laws, rules and regulations, as well as established departmental policies and procedures;

Assists in formulating policy and program outlines pertaining to environmental planning, including but not limited to energy use and conservation, recycling, pollution control,

Assists with planning, design, implementation and monitoring of environmental improvement programs;

ASSISTANT SUPERVISOR OF PLANNING AND DESIGN (cont'd)

Assists with ensuring inspections, or with performance of inspections of facilities and programs to evaluate operational effectiveness and ensure compliance with all applicable laws, rules and regulations;

Assists with development, scheduling and management of preventive maintenance programs designed to retain buildings, grounds and equipment in safe operating condition;

Confers with County officials on maintenance, repair and operational needs;

Consults and collaborates with scientists, planners, technicians, engineers, experts in law and business, and other specialists, as necessary, to address planning, design, operational and environmental problems in the County;

Plans and supervises activities of, and advises, assesses and instructs and motivates subordinate employees in carrying out engineering and maintenance project activities;

Prepares reports, including cost estimates on planned or active projects;

Maintains project data files, including records of project concept-to-design evolution and cost estimates, as well as survey data, computations, product information, etc.;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of civil engineering principles and practices as they relate to planning, design and construction of public works and facilities; good knowledge of engineering economics, budgeting, scheduling, cost analysis, and project administration; working knowledge of building maintenance trades and operations; working knowledge of construction drafting, blueprints and specifications; working knowledge of applicable federal, state and local laws, rules and regulations regarding civil and environmental engineering and safety; ability to understand activities and procedures, and remedy defects, in the maintenance and operation of buildings and equipment; ability to prepare preliminary budget and renovation estimates; ability to plan and supervise the work of others; ability to provide motivation, professional advice and guidance to subordinates, in accordance with good management practices; ability to communicate effectively both orally and in writing; mechanical aptitude; dependability; resourcefulness; initiative; good judgment; tact and courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Masters Degree in Environmental Civil Engineering or a closely related field and four (4) years of full-time, paid, progressively responsible civil engineering work experience; or
- b) Bachelors Degree in Environmental Civil Engineering or a closely related field and six (6) years of full-time, paid, progressively responsible civil engineering work experience; or
- c) An equivalent combination of training and experience as in a) and b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.