

ENGINEERING PROJECTS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is technical civil engineering of intermediate scope, involving designing, planning, coordinating, inspection and supervision of construction and/or improvement of public works such as highways and appurtenance, sewers, storm drains, water mains and/or structures. Responsibilities also include administration and contracting relative to projects, as well as other special projects and programs, as assigned. Work is performed under general supervision of higher level engineering staff, with leeway allowed for the exercise of independent judgment in carrying out details of the work. All work and policy decisions are subject to approval by the Town or Village Engineer or other licensed professional Engineer directing the work of such an employee. Supervision is exercised over subordinate personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares or assists in the preparation of designs for improvement and/or construction of public works projects such as roads, culverts, storm sewers, retaining walls, structures;

Oversees improvement and construction projects as assigned, including meeting with project personnel, review of plans, estimates and specifications, correspondence, contractor compliance with contract provisions and specifications, etc.;

Administrates Town application programs, such as sewer and water program and driveway program, including assisting the public, application reviews, site compliance inspections, approval processing, etc.;

Researches and assists with writing, preparation and editing of materials for grant applications relative to engineering projects funding;

Researches and assists with writing, preparation and editing of materials for special projects such as deed research, solar energy, vector trapping, bond proposals, etc.;

Assists in the preparation of Requests For Professional Services, including scope of services, detailed plans and specifications, and payment process;

Maintains project and progress data and produces reports for Town as well as for regulatory agencies, as required;

Confers with higher level engineering staff on a variety of engineering and technical problems;

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Provides technical assistance to Town or Village boards and departments, as needed;
Responds to inquiries and complaints from Town residents, as necessary;
Delegates work to and provides supervision of technical and clerical staff;
Performs related clerical and reporting work, as needed;
Performs other engineering tasks as directed;
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 KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles of civil engineering and the sources of engineering information; good knowledge of modern methods and techniques as applied to the design, construction and maintenance of public works, such as water mains, sanitary sewers, storm drains, etc.; good knowledge of building construction and maintenance; good knowledge of administrative principles and practices that apply to local government; ability to initiate and develop studies and investigations and to prepare reports, ability to plan and supervise the work of others; initiative; resourcefulness in the solution of engineering problems.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's Degree in civil engineering, and two (2) years work experience in civil engineering which must have involved construction of public works; or
- b) Bachelor's Degree mathematics, physical and/or applied sciences, and four (4) years work experience in civil engineering which must have involved construction of public works; or
- c) An equivalent combination of training and experience as indicated 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.

SUBSTITUTION NOTE: A Master's Degree in civil engineering may be substituted for up to two (2) years of the required work experience as described above.