

## SUPERVISOR, PLANNING AND DESIGN

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and supervisory engineering work of a complex professional nature involving direction of the engineering division of the County Highway Department. General direction is received from the Commissioner of Highways and Facilities. Supervision is exercised over a number of engineering and technical employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans and initiates design and review procedures for civil engineering unit in the Highway Department;  
Directs, supervises and checks the survey, design and inspection work of Engineers, Assistant Engineers and Engineering Aides;  
Allocates time schedules and project priority for planning and design work;  
Correlates field survey and office design work;  
Establishes bases for design and assigns design projects;  
Acts as liaison between the department and other governmental agencies, utilities, private industries and engineering firms and the general public;  
Explains proposed public works projects to the general public;  
May serve as Deputy Commissioner of Highways;  
Performs a variety of related duties 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: Comprehensive knowledge of the principles, techniques, practices and administration of civil engineering programs as they apply to design, construction and maintenance of public works projects; ability to plan, develop, direct and administer civil engineering programs and to project and integrate them into a departmental program; ability to prepare complex technical reports and correspondence; high degree of initiative and resourcefulness involving difficult civil engineering problems; ability to deal effectively with the public and officials; ability to develop and maintain good public relations.

MINIMUM QUALIFICATIONS:

Bachelors degree in civil engineering and five (5) years of progressively responsible civil engineering design experience.

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.

SPECIAL REQUIREMENT: Must possess a license to practice as a Professional Civil Engineer in New York State.