

TOWN ENGINEER

DISTINGUISHING FEATURES OF THE CLASS: This is professional work of considerable difficulty which includes responsibility for the preparation, design, development, construction, maintenance, operation and/or inspection of engineering projects, both public and private, in a town. Incumbent may also serve as a Town Officer. Work is performed in accordance with established policies, requiring the exercise of independent judgment and a high degree of professional judgment in carrying out details of the work. Supervision is exercised over subordinate engineering, technical and/or clerical employees. When this position also includes appointment as Town Officer, appointment to office is until January 1st next succeeding the first biennial Town election held after time of appointment. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises and participates in the preparation, review and revision of plans, specifications and designs of proposed engineering projects;

Directs preliminary studies, investigations, estimates and the preparation of drawings of proposed projects;

Performs technical research and prepares reports of findings;

Prepares bidding sheets for the purchase of materials and equipment;

Reviews specifications of private contractors;

Directs inspections of private contractors' construction work;

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 the principles of civil engineering and the sources of engineering information; thorough 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.; thorough knowledge of engineering research and economics; ability to supervise and direct the work of others; ability to plan, lay out and supervise engineering activities; ability to use initiative and resourcefulness in solving engineering problems; ability to communicate clearly and effectively, both orally and in writing; ability to establish and maintain effective working relationships; good professional judgment.

MINIMUM QUALIFICATIONS:

Possession of a professional engineer's license issued by the State of New York, the qualifications for which must have included or been supplemented by five (5) years experience in civil engineering.