

Civil Division: Town of New Hartford
Jurisdictional Class: Temporary-PJC
EEO Category: Professionals
Adopted: 12/22/10

ENGINEERING DEPARTMENT COORDINATOR (Part-Time)

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position that will report to the Town Supervisor. The incumbent will be responsible for coordinating the Engineering Department functions as well as the management of the Town's Stormwater Committee. The incumbent will oversee all administrative functions including: scheduling and conducting meetings, evaluating reported stormwater issues within the Town, coordinating site plan/subdivision review for the Planning Board and reporting to the Town Board. The incumbent performs other related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Coordinates Engineering Department functions;
Schedules and conducts stormwater committee meetings;
Works with Stormwater Committee to refine stormwater ranking criteria;
May compile list of existing stormwater easements, and may produce map of easements;
May inventory and inspect existing stormwater structures.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles, practices, methods and techniques of stormwater management; good knowledge of local, state and federal rules and regulations relative to stormwater control activities; good knowledge of permit requirements regarding stormwater control; working knowledge of sources of information regarding pending changes in stormwater legislation requirements; ability to develop, coordinate and implement a stormwater control program; ability to develop, implement and evaluate new and revised policies, procedures, methods and standards relative to stormwater control; ability to prepare education and outreach materials; ability to educate and inform the public regarding stormwater control activities; ability to establish and maintain effective working relationships with county personnel, professional staff and public officials; ability to maintain records and prepare reports; ability to communicate both orally and in writing.

continued...

MINIMUM QUALIFICATIONS:

(A) Master's Degree in Planning, Civil or Environmental Engineering, Landscape Architecture, Natural Resources Management or a closely related field **AND** fifteen (15) years work experience in planning, engineering, landscape architecture, or natural resources related fields; **OR**

(B) A New York State licensed Professional Engineer with a Bachelor's Degree in Planning, Civil or Environmental Engineering, Landscape Architecture, Natural Resources Management or a closely related field **AND** fifteen (15) years work experience in planning, engineering, landscape architecture, or natural resources related fields.

Adopted: 12/22/10