

TOWN ENGINEER (PART-TIME)

DISTINGUISHING FEATURES OF THE CLASS: This is a professional engineering position involving responsibility for planning, designing and overseeing various town public works projects. Duties are performed under the general direction of the Town Board, with considerable lee- way allowed for the exercise of independent judgement in planning and executing the details of the work. Supervision may be exercised over the activities of work crews involved in carrying out public works projects related to the engineering function. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Reviews and analyzes engineering problems, and advises appropriate town officials accordingly;
Prepares specifications, cost estimates and time schedules on construction for town public works projects;
Designs highway, drainage and culvert sections for a variety of town public works projects;
Designs highway, drainage and culvert sections for a variety of town public works projects;
Designs right-of-way corridors and borders for town road construction;
Prepares, with the assistance of the Town Attorney, contracts for construction projects;
Consults with Public Works Department personnel on construction of projects;
Details maps, plans, profiles and cross-sections of engineering projects;
Attends Town Board meetings, Planning Board meetings and Zoning Board meetings, as required;
May inspect materials and workmanship on construction projects.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of principles and practices of engineering and the sources of engineering information, as they relate to town public works activities; good knowledge of the procedures and practice of engineering including design and specification writing, drafting, inspections and surveys; good knowledge of the terminology, tools and materials used in the construction of roads, bridges and buildings; working knowledge of applicable codes, laws, rules, regulations and procedures governing engineering design and construction; ability to express directions through plans and specifications for engineering projects; ability to prepare plans, designs, specifications, right-of-way maps and narrative reports; obtain the cooperation and support of others; initiative and resourcefulness in the solution of civil engineering problems; mechanical aptitude; accuracy.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Master's Degree in Civil Engineering from a regionally accredited or New York State registered college or university **AND** one (1) year of civil engineering experience; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Civil Engineering **AND** two (2) years of civil engineering experience; **OR**
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.

SPECIAL NOTES: A P.E. is preferable, but can be obtained within the first year of employment.