



City Engineer

Job Specification
Classification: Non-competitive
Series: Engineering
Level: 3 of 3

DISTINGUISHING FEATURES OF THE CLASS: This is the senior level of the Engineering series. This position reports directly to the City Manager and is an integral part of the City Management Team. The position oversees and manages the City's Engineering staff, including design and construction of all City public infrastructure projects, overseeing regulatory compliance with State and Federal agencies and directing numerous annual construction projects. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Supervises staff to include: prioritizing and assigning work; ensuring staff is trained; ensuring that employees follow policies and procedures, and maintains a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
- Oversees the development and implementation of programs, policies and procedures for code enforcement, wastewater treatment, hydroelectric plant, and engineering department.
- Provides technical input and expertise to construction management process for capital projects, development issues, and/or other related items; makes decision regarding staffing, site plans, and project schedules.
- Develops, administers and monitors the departmental and capital projects budgets including allocating resources and approving expenditures.
- Represents the City in meetings with developers, contractors, engineers, architects, citizens, other governmental agencies, and/or other interested parties; provides input and engineering recommendations as requested to other boards or City Council.
- Oversees and manages permits, plans, and records related to all capital projects; ensures compliance of projects with federal, state, and local laws, rules, practices, policies, and regulations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Managerial principles;
- Budgetary principles;
- Advanced civil engineering principles and practices;
- Engineering, drafting, and estimating terminology, methods, practices, and techniques;
- Project management, oversight, and coordination principles;
- Public relations principles when assisting citizens, other departments, or internal city staff;
- Applicable federal, state, and local laws, rules, and regulations.

Ability to:

- Monitor and evaluate the work of subordinate staff;
- Prioritize and assign work;

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

Ability to: (continued)

- Manage large-scale capital public works projects;
- Analyze and develop policies and procedures;
- Ensure compliance with applicable federal, state, and local rules and regulations;
- Interpret and apply applicable laws, rules, and regulations;
- Analyze problems on site, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Prepare and administer budgets;
- Prepare and present a variety of correspondence, records, requisitions, reports, documents and forms;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

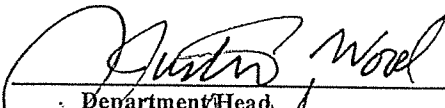
MINIMUM QUALIFICATIONS:

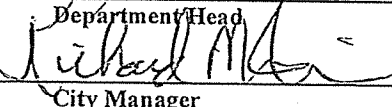
- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in Civil Engineering or closely related field and 5 years of engineering experience, with a minimum of 3 years experience in a supervisory capacity.

Licensing Requirements: Valid NYS driver's license.

SPECIAL NECESSARY REQUIREMENT:

Must possess NYS Professional Engineering license at time of appointment. Must maintain PE license for continued employment.

Approved by:  Date: 8-14-19
 Department Head

Approved by:  Date: 8-15-19
 City Manager

Classification history:

Revised: 9/13/05; 3/20/12; 9/23/14; 8/20/19