

DIRECTOR OF ENGINEERING (NCP) Tompkins County

Department: Town of Ithaca

Classification: Competitive

Labor Grade: S

Approved: 1995

Revised: 1/1/05; TB 4/095; 11/05; 12/19

By: LG, Deputy Commissioner of Human Resources

QUALIFYING EXPERIENCE FOR TAKING THE EXAMINATION:

This will be a non-competitive promotion situation in accordance with Section 52-7 of the New York State Civil Service law. The candidate nominated by their appointing authority must currently hold, and have continuously held, at least six months of permanent competitive class status in a lower title.

SPECIAL REQUIREMENTS:

1. Possession of a New York State Professional Engineer's License at the time of appointment and maintained throughout appointment.
2. Take and subscribe the constitutional oath of office and file such in either the Town or County Clerk's office, before assuming duties.
3. Possess and maintain a valid Driver's license and maintains a good driving record throughout appointment. Responsiveness to Town constituents and Town Board during emergencies and highly pressurized circumstances. Salaried position available for emergency situations.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is a major managerial position responsible for directing the operation of the Town Engineering Department. The Director of Engineering is also responsible for planning, managing, supervising and directing the Town's public works capital projects in coordination with the Director of Public Works. The employee may be appointed by the Town Board as the required designee "Town Engineer", which is responsible for providing professional engineering advice to the Town Board and other Town officials. Work is performed in accordance with the policies of the Town Board and requires considerable exercise of independent judgment especially as it relates to technical engineering issues for the planning, design and implementation of public works projects. General supervision is exercised over all activities of the department. Attendance at Town Board meetings is required, and attendance at Planning Board and Zoning Board of Appeals meetings is often required. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Directs operations of the Town Engineering Department and is responsible for approving and sealing/ stamping plans, studies, construction documents, etc.;

Assigns, reviews and evaluates the work of subordinate staff and provides mentorship for their professional growth;

Direct and supervise the preparation of documents, technical studies & reports on infrastructure elements such as water and sewer systems, drainage, traffic, etc. for presentation to boards & committees and including applications for funding;

Directs development of the capital improvement program and projects for water, sewer, roads, parks and storm water management;

Participates and may lead the development of Capital Improvement program for general project approval;

Collaborates with the Director of Public Works/ Town Highway Superintendent on technical issues regarding public works, including appointment of technical staff;

Reviews and approves development projects within the town in accordance with local, state, and federal requirements including local laws and stormwater regulations;

Manages Stormwater Management programs and assures compliance with NYS MS4 permit requirements;

Prepares construction contract documents, cost estimates, time schedules, and materials specifications for town projects;

Manages, tracks budget and advises town hired consultants and contractors;

Coordinates joint projects with other governments or agencies;

Provides technical oversight of the Town utilities and road network;

Acts as liaison between organized community groups, the Town and engineering and administrative personnel in other municipalities on public work projects of mutual interest;

Acts as technical advisor to the Town Board, Planning Board, Zoning Board of Appeals and staff from other departments on engineering related issues;

Monitors compliance with Federal, State, and Town Laws, regulations, codes and policies;

Prepares and monitors department and project budgets;

Meets with public, elected officials and appointed officials regarding public works activities and strategies, project reviews, intermunicipal agreements, consultant contract administration, etc;

Responsible for management of department records, documents, and equipment;

Determines personnel requirements and is responsible for the appointment and discharge of staff in compliance with state law and local civil service rules and in conjunction with the Town Board;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles, practices, and terminology of civil engineering;

Thorough knowledge of the techniques and resources of engineering research;

Thorough knowledge of the principles and practices involved in the operation and maintenance of water and sewer systems;

Thorough knowledge of the principles and practices of storm water management and erosion and sediment control;

Good knowledge of the modern methods and principles of construction and maintenance of public works;

Ability to plan, organize, and coordinate complex and diverse phases of a public works program;

Ability to perform engineering research and prepare reports;

Ability to develop, read and interpret engineering drawings and specifications;

Ability to communicate effectively, both orally and in writing;

Ability to prepare operating budgets;

Ability to plan and direct the implementation of large-scale public works projects;

Ability to perform complex mathematical and engineering calculations;

Ability to use personal computers for engineering and management applications;

Ability to establish and maintain effective working relationships with other public officials, contractors, engineers, architects, lawyers and the general public;

Ability to be firm, tactful, courteous and use good judgment;

Ability to maintain confidentiality;

Possession of high professional standards, good judgment, integrity and honesty;

Physical condition commensurate with the demands of the position.

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