

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for overseeing construction, design, issuing building permits and certificate of occupancy, repair and improvement projects of County buildings, grounds and facilities, including the planning and construction of new facilities or leasing of office space. Work is performed under general supervision, in accordance with outlined policies and procedures, with wide leeway permitted for the use of independent judgment in planning and carrying out the technical phases of the work.

TYPICAL WORK ACTIVITIES:

Inspects painting, carpentry, plumbing, electrical and other mechanical and construction work performed by custodial and maintenance employees or private contractors;

Inspects buildings periodically to determine maintenance needs and establishes programs for improvement;

Conducts facilities management research and develops plans to meet changing space and/or facility needs for departments of the municipality including the construction and/or leasing of required facilities;

Oversees contract administration for all building construction projects performed by outside contractors;

Develops energy control methods and prepares procedures for minimizing energy waste;

Reviews new facility requirements and prepares preliminary design proposals including cost estimates;

Prepares plans, specifications and bid documents for new construction, renovations, rehabilitations or modifications to buildings and facilities;

Assists in selecting of architects, contractors and consultants for projects proposed by the County and provides oversight of selected firms;

Maintains records of new construction, renovations, rehabilitations or modifications to County owned/leased buildings and facilities;

Directs, supervises and assigns work to engineering staff;

Provides policy guidance and coordinates required programmed support;

Prepares operation and maintenance procedures;

Assists in preparation of annual budgets and monitors the status of individual accounts;

Performs building inspections for compliance with building code requirements and enforces code requirements;

Issues building permits and certificate of occupancy;

Maintains records for all County FCC licenses;

Responsible for the design of all facets of buildings, grounds, parking lots, landscaping, drainage and ancillary systems;

Obtains all permits and approvals from agencies, utilities and regulatory entities;

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS**: Thorough knowledge of large-scale building operation and maintenance practices; thorough knowledge of building construction principles and construction inspection and contract administration; good knowledge of building construction costs; good knowledge of the physical

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layout and basic construction of facilities; ability to plan, lay out and inspect the work of contractors and trades persons; understanding of the NYS Uniform Fire Prevention and Building Code, American Disabilities Act Law, National Fire Protection Administration Codes, NYS Energy Code and Occupational Safety and Health Administration regulations; ability to prepare, interpret and work from plans and specifications; ability to learn and become proficient in Computer Aided Design (CAD); mechanical aptitude; dependability; and good judgment.

### MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited college or university with a Bachelor's Degree or higher in Architecture or a closely related field and four years of experience in building engineering, inclusive of development of design documents and construction management, one year of which shall involve supervisory duties.

*NOTE: Code Enforcement Officer certification at time of hire preferred or must be obtained within two (2) years of appointment.*

*Appropriate experience shall be in building engineering dealing with design and construction inspection/supervision for new buildings, additions, renovations, rehabilitations, or modifications.*

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: 5/6/15  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

Revised & Replaced in Classplan on 5/6/15  
Revised & Replaced in Classplan on 11/7/16  
Revised and Replaced in Classplan: 12/28/2022  
Revised and Replaced in Classplan: 10/28/2024 (Edu)