

**DISTINGUISHING FEATURES OF THE CLASS:** This position has the responsibility for the performance of complex technical engineering duties and applies principles of civil engineering to a variety of engineering problems. The incumbent performs engineering work in the office or field in connection with the design, inspection, maintenance and construction of highways, bridges, buildings and other public works. The incumbent has responsibility for management and administration of the engineering department to support major programs and projects of the Division of Public Works. Supervision is exercised over a department comprised of both professional and technical employees. Work is performed under the general direction of the Commissioner of the Division or his/her designee.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Recommends multi-year construction and maintenance programs for highways, bridges, buildings, and other Public Work projects;

Prepares annual engineering department budget;

Supervises and directs work assigned including but not limited to: highway inspection programs, computerized road maintenance programs, topographic and utility surveys, the design, inspection, and supervision of highways, bridges, buildings and other Public Work construction projects;

Responsible for supervising manual and computer aided drafting, and designing plans and profiles for the construction of Public Works projects;

Supervises and assists in the use of equipment used in making observations, gathering and recording engineering data;

Supervises the activities of field parties engaged in road, property or topographic surveys to establish or re-establish property lines, to map developed areas and to run location lines for construction, collection of data for calculation of quantities and payment to contractors, and traffic control surveys;

Supervises and assists in the planning, design, inspection and construction supervision for all Public Works projects including but not limited to highways, bridges, buildings, water supply, wastewater, stormwater, flood mitigation, airports, park development, traffic controls, drainage systems, utilities, solid waste, etcetera;

Supervises and assists the inspecting of bridges, buildings and other Public Works structures for safety and structural integrity;

Supervises the testing and inspection of construction materials to ensure conformance to specifications;

Prepares progress reports and retains records of completed projects as well as all changes to plans and specifications;

Supervises and assists in reviewing plans and maintaining files for development or special uses which require work/use permits or approvals from the Division;

Utilizes computer aided design for highways, bridges, structures, surveying, hydraulics and other civil engineering applications needed for the analysis of civil engineering problems;

Provides technical assistance to in-house construction forces;

Supervises and performs preparation of plans, specifications and bid documents for in-house and contract projects;

Evaluates bids, including reference checks for contract projects;

Supervises and assists in the preparation of application for all permits and approvals required from regulatory agencies and utilities;

Supervises and assists in the preparation of reports, studies, grant applications and planning documents;

Supervises and assists in the investigation of complaints and recommends action;

May act as an expert witness;

Reviews qualifications and proposals, recommends selection and oversees consultants and contractors;

Signs and affixes his/her seal to engineering documents.

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

**CHARACTERISTICS:** Good knowledge of advanced technical engineering physics and mathematics as related to civil engineering; good knowledge of design, construction, and maintenance methods and techniques as applied to highways, bridges, buildings, parks, landfill, transfer stations, airport and other public works projects; ability to make difficult, technical engineering calculations, compile engineering data, design engineering projects, and prepare engineering plans, specifications and bid documents; ability to meet and work with the public; skill in conducting engineering research work and in writing technical reports of such studies; ability to express oneself clearly and concisely, both orally and in writing; ability to exercise personal discretion and sound

judgment; ability to plan and supervise the work of others; tact; leadership abilities; mental alertness; initiative; and integrity.

MINIMUM QUALIFICATIONS: Possession of a Professional Engineer's License issued by the New York State Education Department and three (3) years of practical civil engineering experience after having been issued a New York State Professional Engineer's License, at least two (2) years of which shall have involved supervisory duties.

*NOTE: Appropriate experience shall be in engineering dealing with design and construction of buildings, highways, bridges, waterworks, harbors, or other infrastructure projects.*

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NYS Civil Service Commission Approval: N/A

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