

DISTINGUISHING FEATURES OF THE CLASS: This position has 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 or construction of highways, bridges and other public works projects. The incumbent has the responsibility for major programs or projects of the Division of Public Works. Supervision may be exercised over a small number of sub-professional employees. Work is performed under the direction of the Town Supervisor and the Town Board with considerable leeway for the exercise of independent judgment in planning the details of projects.

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 and other Public

Works projects, including highway safety improvements;

Supervises and directs work assignments, including, but not limited to: highway construction

and highway inspection programs, computerized road maintenance programs;

topographic and utility surveys;

Supervises and assists in the use of equipment used in making observations, gathering and

recording engineering data;

Works closely with licensed land surveyors to establish or re-establish property lines;

Maps developed areas and runs location lines for roads;

Supervises the activities of field parties engaged in road, property or other topographic surveys,

collection of data for computation of quantities and payment to contractors and traffic

control surveys;

Supervises and participates in the planning, design, inspection and construction for all public works projects, including highways, bridges, building, water supply, wastewater handling, storm water handling, flood mitigation, airports, park development, traffic control, drainage systems, utilities and other projects, as needed;

May test and inspect construction materials to ensure conformance to specifications;

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

Supervises and assists in reviewing plans and maintains permit files and records for projects which require permits or approval from the Town Board, Planning Board or Zoning Board of Appeals to authorize the work to be performed;

May oversee the work and assist in the training of laborers and sub-professional engineers;

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

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

May evaluate bids, including reference checks for contract projects;

Obtains all permits and approvals required from regulatory agencies, including, but not limited to the NYSDEC, Army Corps of Engineers, NYS Department of Health, FAA, NYSDOT and other agencies as required;

Assists in the planning and preparation of tentative budgets and recommends needed

appropriations for engineering projects and public works activities;

Prepares reports, studies, grant applications and planning documents;

May assist in the investigation of complaints and recommends action;

May act as an expert witness, as needed;

Operates a personal computer using standard word processing, spreadsheet and other applicable programs.

Performs a variety of other activities as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of design and construction engineering practices; good knowledge of advanced technical engineering physics and advanced engineering mathematics as related to civil engineering; good understanding of the New York State SEQRA process; skill in the use of engineering field and office instruments; ability to establish and manage a department budget; ability to prepare Request for Proposals (RFP), bid summaries and recommendation of award; ability to prepare technical review letters for the Town Board, Planning Board and Zoning Board of Appeals as it pertains to private development projects; ability to plan and supervise the work of others; ability to understand and carry out complex oral and written directions; ability to make difficult and technical computations and to compile engineering data; ability to prepare, read and interpret engineering drawings and specifications; ability to express oneself clearly and concisely, both orally and in writing; ability to operate a personal computer and utilize common applicable office software programs; ability to exercise personal discretion; and sound judgment.

MINIMUM QUALIFICATIONS: Possession of a Professional Engineering License issued by the New York State Department of Education with current certified registration and ten (10) years of civil engineering experience, inclusive of development of design documents and construction management, three (3) years of which shall have involved supervisory duties.

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Created:03/09/2010

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised and placed in Classplan on 04/22/2010

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