

TOWN ENGINEER

DISTINGUISHING FEATURES OF THE CLASS: The work involves providing civil engineering services for town public works projects. Duties are performed under the general direction of the Town Board. A Town Engineer does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises public works projects designs, planning, and construction;
- Reviews public work project plans and specifications;
- Advises contractors of town regulations and ordinances regarding public work projects;
- Meets with contractors to discuss construction plan;
- Perform job site plan review, utilities review, and specification review to ensure compliance with local regulations;
- Serves as consultant to Town Board and planning board on special reviews, permit applications, and technical advice on proposed projects;
- Attends town board meeting;
- Prepares cost estimates for various town projects;
- Presents contractors proposal to town board;
- Prepares technical reports;
- Performs occasional project inspections;
- Updates town specification and codes for public work projects;
- May perform the duties of a Building Inspector.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the practices, principles, and theories of Civil Engineering as it pertains to public work projects; good knowledge of engineering and planning research; good knowledge of modern methods and principles of construction and maintenance of public works; good knowledge of local regulations and ordinances governing public work projects; ability to express technical engineering and planning concepts and discuss in reports, drawings, designs, and written specimens; ability to plan, layout, and supervise engineering activities; ability to prepare technical narrative reports; ability to use the various engineering and planning instruments such as ruler, compass, etc.; ability to inspect public work projects, ability to review plans and specifications for conformance to local ordinances; initiative and resourcefulness in solving engineering problems; physical condition equal to the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with at least a Bachelor's degree in Civil Engineering.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a New York Professional Engineer's License at time of appointment.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 3/27/86