

CITY ENGINEER

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Mayor, the incumbent in this position plans and directs the operations of the Department of Engineering. The City Engineer directs the operations and short and long-range planning efforts for all city engineering and building maintenance functions, traffic engineering operations, and permitting. Operations are monitored through both direct and indirect supervision of subordinate managerial and technical staff, including licensed engineers, project managers, and facility maintenance personnel. Essential and frequent contact is maintained with Federal, State and local officials on all substantive matters pertaining to the City's engineering activities to coordinate operations, respond to emergencies, and ensure adherence to all Federal, State and municipal laws, rules and regulations. Engineering consultation and support services are also provided to various City departments on an advisory basis, as needed. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

- Leads, organizes, and directs the operations and services of the Engineering Department through oversight of Engineers, Project Managers, Building Maintenance personnel (i.e. Plumbers, Electricians, Technicians, and other Personnel);
- Provides direction and leadership on significant projects and initiatives (e.g., significantly large or complex projects that involve the convening of multiple entities or agencies);
- Conduct engineering construction inspections of all subdivision and land development projects to ensure consistency with approved plan.
- Leads long term planning and visioning for the Department, including developing strategic plans and overseeing the compilation of the Department of Engineering's annual budget requests;
- Maximizes productivity through effective communication with and motivation of Department employees;
- Establishes strong, collaborative partnerships across City Departments;
- Plans and reports on major projects, streets, highways, bridges, buildings, parks and other public improvements;
- Supervises accident, traffic, land planning and property surveys;
- Directs and coordinates the complete design of engineering projects which includes plans, estimates, schedules, specifications and working drawings;
- Supervises the entire engineering construction program;
- Supervises the traffic engineering program;
- Supervises the construction, alteration, repair and maintenance of City buildings;
- Supervises and reviews the development and presentation of plans, specifications and bid proposal sheets for the purchase of materials, equipment and public improvement projects;

- Directs preliminary feasibility studies, investigations, estimates and the preparation of drawings and specifications on proposed projects;
- Directs the inspection of all public contract construction;
- Directs all field survey work in connection with the functions of the office;
- Aides and directs interpretation of building codes, rules and regulations;
- May review building plans preliminary to the issuance of building permits or municipal construction.
- Participates in public presentations and provide briefings for the Mayor's Office
- Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Respond to resident complaints/concerns in areas of municipal engineering
- Manage capital municipal civil design projects from start to finish, technical review of drawings & calculations, and finalizing drawings.
- May exercise limited supervision over junior engineers, student engineering trainees, and related personnel.
- Meets and consults with professional engineering personnel, contractors, and the public regarding engineering matters related to municipal projects
- Performs other related duties as assigned.
- Thorough knowledge of civil engineering and a good knowledge of general engineering principles and practices
- Comprehensive knowledge of the methods and procedures used in the development of major engineering projects;
- Thorough knowledge of modern engineering methods and techniques as related to construction, alterations, and maintenance of public improvements;
- Good knowledge of construction specifications, plans estimates, codes, rules, regulations and scheduling relating to contractual public works construction;
- Ability to provide solutions to engineering and construction problems;
- Demonstrated success developing partnerships across sectors and/or silos to build consensus and achieve a common goal;
- Experience developing a diverse and skilled team, including attracting and retaining talent and fostering employee growth;
- Knowledge of trends in relevant fields, including but not limited to the fields of engineering, architecture, traffic engineering, sustainability and construction;
- Thorough knowledge of the theory and practice of budgeting and financial record keeping
- Ability to think analytically in the solution of administrative and engineering problems and to make and hold to decisions resulting therefrom;
- Ability to meet, speak, and deal effectively with public officials, professional personnel and the general public;
- Ability to use computer applications such as spreadsheets, word processing, e-mail and database software;

- Initiative;
- Resourcefulness;
- Good judgment;
- Tact;
- Physical condition commensurate with the demands of the position.

License Requirement:

Possession of a current license to practice as a Professional Engineer in New York State