

CITY ENGINEER

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Mayor, the City Engineer serves as the senior engineering official for the municipality and is responsible for planning, directing, and overseeing all operations of the Department of Engineering. Under the general direction of the Mayor, the incumbent in this position plans and directs the operations of the Department of Engineering. The incumbent provides executive leadership for the City's short- and long-range engineering, infrastructure, traffic, permitting, and building maintenance functions. Operations are monitored through both direct and indirect supervision of subordinate managerial and technical staff, including licensed engineers, project managers, and facility maintenance personnel. The City Engineer maintains frequent, substantive contact with Federal, State, regional, and local government officials regarding regulations, funding, emergency response, and project coordination. The incumbent also provides consultation and support to City departments on engineering and capital project matters.

EXAMPLES OF WORK: (Illustrative Only)

- Leads, organizes, and directs the operations of the Department of Engineering, including professional engineering staff, project managers, inspectors, and building maintenance personnel (e.g., plumbers, electricians, HVAC technicians, trades 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 departmental productivity through clear communication, leadership, and effective staff development;
- Establishes strong, collaborative partnerships with City departments and external agencies; 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;
- Oversees the City's traffic engineering program, including traffic studies, signal operations, and safety initiatives; 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;
- Oversees inspection and quality assurance for all public infrastructure construction and contract work;
- Directs all field survey work in connection with the functions of the office;

- Provides guidance on the interpretation and enforcement of building codes, standards, and regulations; May review building plans preliminary to the issuance of building permits or municipal construction;
- Meets and consults with professional engineering personnel, contractors, and the public regarding engineering matters related to municipal projects;
- Participates in public presentations and provides technical briefings for the Mayor and other City leadership; Responds to emergencies involving infrastructure, utilities, or public safety;
- Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Ability to respond effectively to resident concerns and inquiries related to municipal engineering and infrastructure; Ability to manage complex capital projects from concept through completion, including technical review of drawings, calculations, and specifications; May exercise supervision over junior engineers, student trainees, and related personnel; Thorough knowledge of civil engineering principles, practices, and methods; Comprehensive knowledge of modern techniques used in designing, constructing, altering, and maintaining public works and municipal infrastructure;
- Thorough knowledge of modern engineering methods and techniques as related to construction, alterations, and maintenance of public improvements;
- Strong knowledge of construction specifications, drawings, cost estimates, bidding procedures, and scheduling for public works projects; 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 current industry trends, including sustainability, traffic engineering innovations, green infrastructure, and resilient design; 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 effectively use computer applications such as CAD software, GIS, spreadsheets, databases, word processing, e-mail, and project management tool
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Master's degree or higher in Civil Engineering, Structural Engineering, or a closely related engineering field and eight (8) years of professional engineering experience, including at least five (5) years in a municipal or public sector environment, with progressively responsible administrative or supervisory experience managing engineering staff and/or projects, OR
- B. Bachelor's degree in Civil Engineering, Structural Engineering, or a closely related engineering field and ten (10) years of professional engineering experience, including at least five (5) years in a municipal or public sector environment, with progressively

responsible administrative or supervisory experience managing engineering staff and/or projects

- C. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

- Possession of a New York State Professional Engineer (PE) License at time of appointment and maintenance of license throughout employment.
- Possession of a valid New York State Driver's License at time of appointment and for the duration of employment.

Note: Your degree 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 was awarded by an educational institution outside 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 <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.