

SENIOR ENGINEERING PROJECT MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is a professional, administrative and technical civil engineering position which requires supervision over surveying, design, construction and maintenance of public works projects. The work is performed under the supervision of the City Engineer, with discretion allowed for the use of independent judgment in carrying out the duties of the position. Coordination and supervision is exercised over the work of subordinates within the office and on related projects.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Directs and coordinates the design of public infrastructure engineering projects which includes plans, cost estimates, schedules, specifications and work drawings;
- Responsible for the preparation of bid documents for procurement of commodities, construction projects, and professional services;
- Responsible for the technical review of development projects in the City;
- Administers building maintenance and improvement programs, program evaluation and monitoring;
- Directs preliminary feasibility studies, investigations and cost estimates;
- Assigns, supervises and checks the work of subordinates, including engineers and engineering aides;
- Provides complete construction administration and oversight duties;
- Performs development and storm water management plan reviews;
- Presents and participates in public meetings and hearings;
- Reviews drawings and specifications for permits and interprets it to contractors, maintenance crews, utilities, etc., to ensure that work performed meets standards. Permits and approvals include grading and mining, retaining wall, street opening, curb cut, storm water and minor subdivision;
- Investigates complaints regarding City buildings, streets, curbs, sidewalks, drainage and retaining walls, and makes recommendations for appropriate action, including immediate repair;
- Develops capital improvement plans to determine improvement needs, recommend priorities, and provide data for inclusion in the annual budget;
- Responsible for the administration of emergency repairs;
- Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of the principals and practices of civil engineering;

- Good knowledge of the methods and procedures used in the development of major building facilities projects;
- Thorough knowledge of the methods and procedures used in the development of major public infrastructure projects;
- Thorough knowledge of modern engineering methods and techniques as related to construction, improvements, and maintenance of public infrastructure projects;
- Good knowledge of construction specifications, plans, estimates, codes, rules and regulations, and scheduling relating to contractual public works construction;
- Good knowledge of personal computers;
- Ability to provide sound engineering solutions to construction problems;
- Ability to organize, direct, and coordinate work activities;
- Ability to handle difficult and important assignments;
- Courtesy;
- Tact;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Candidates must meet the following minimum requirements:

I. Experience Requirement:

Graduation from a New York State registered or regionally accredited four (4) year college or university whose curriculum is accredited by the Engineer's Council for Professional Development with a Bachelor's Degree, or higher level degree, in civil engineering and five (5) years of paid satisfactory engineering experience in the practice of engineering for public infrastructure projects.

II. License Requirement:

Professional Engineer's license with current registration in New York State, or current registration as a Professional Engineer in any state where licensure was obtained by means of a written examination. Persons registered in another state, if accepted to this position, must file a completed licensure application with the New York State Education Department within two (2) months of the date of hire and must secure a New York State Professional Engineer's license within twelve (12) months in order to continue employment.