

ENGINEERING AND PLANNING COORDINATOR Tompkins County

Classification: Competitive

Labor Grade: 0

Approved: 0

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered college or university with a master's degree in planning, civil engineering, architecture, landscape architecture, urban geography, or related field, **OR**
- (b) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in planning, civil engineering, engineering technology, architecture, landscape architecture, urban geography, or related field, **AND** two years of engineering or planning experience; **OR**
- (c) Graduation from a regionally accredited or New York State approved two-year college with an Associate's Degree in Engineering Technology, Engineering Science, or a related field **AND** four years of full-time paid (or the equivalent part-time and/or volunteer experience) as an engineering aide or a similar position involved with civil engineering work, two years of which must have been in a supervisory capacity; **OR**
- (d) Any combination of training and experience equal to or greater than that specified in (a), (b) or (c) above.

SPECIAL REQUIREMENTS:

Must possess a valid New York State driver's license at the time of appointment and maintain such license for the duration of employment.

An Ethics Disclosure is required.

An Oath of Office is required.

NOTE: Certification by the American Institute of Certified Planners (AICP) is desirable.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This beginning engineering and planning coordinator position requires a basic understanding of engineering principles as they relate to subdivision drawings, building/road construction and storm water management. The incumbent is also responsible for directing the operation of the Town Zoning, Planning, and Code Enforcement Department. The work of the Engineering and Planning Coordinator requires independent judgment in devising new methods and adapting standard procedures to meet unusual conditions. The Engineering and Planning Coordinator is empowered by the Town Board to direct engineering and planning activities that deal with development, community development, and administrations of the Zoning, Planning, and Code Enforcement Department. The Engineering and Planning Coordinator is also responsible for preparing and monitoring the Zoning, Planning, Code Enforcement Department budget. Attendance at a number of meetings, including evenings, is required. The work is performed in accordance with the policies of the Town Board, and requires considerable exercise of independent judgment. The incumbent will supervise a small number of staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Engineering and Planning Coordinator has supervisory responsibilities that include making hiring recommendations, planning, scheduling and assigning work, instructing and training staff in proper work methods; checking and approving work; conducting performance evaluations, recommending salary adjustments and promotions; and making recommendations regarding unsatisfactory employees.

- Engineering and Planning Coordinator will be responsible for reviewing plans for proposed residential, commercial and industrial projects within the Town, using professional judgment and experience, formulate written analysis and recommendations to ensure adherence to engineering standards and applicable regulatory requirements. Reply to specific inquiries, questions and comments related to such projects.
- Responsible for management of department records, documents and equipment;
- Assists in Completing State Environmental Quality Reviews for water, sewer and road projects
- Coordinates work projects with Highway and other relevant departments and personnel;
- Assist in selection of department equipment;
- Assumes responsibilities of the department;
- Prepares cost estimates for work projects;
- Reviews contract documents and submittals for conformance with agency policies and standards;
- Attends, participates in and/or conducts public meetings;
- Participates in preliminary and final review of complicated project proposals;
- Directs operations of the Town Zoning, Planning, and Code Enforcement Department;
- Assigns reviews and evaluates the work of department staff;
- Prepares and monitors department budget in accordance with Town Board guidelines;
- Provides technical assistance to the Town Board and other Town boards, committees and officials;
- Supervises consultants engaged to assist in the preparation of advanced specialized studies;
- Provides assistance to the Town Board and other Town committees and officials in the preparation and submission of grant and funding applications;
- Provides leadership in maintaining good and effective public relations to promote comprehensive land use planning in the Town;
- Coordinates joint projects with other governments and agencies;
- Acts as a representative of the Town Supervisor regarding economic development, planning, and other related issues;
- Good knowledge of the principles of civil engineering, construction and engineering practices;
- Good knowledge of the codes, laws rules, regulations and procedures governing highway and bridge design and construction;
- Good knowledge of basic research methods and techniques;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of the purpose, principles, practices, methods and terminology used in the engineering field and in the field of municipal, community, or regional planning;
- Working knowledge of the principles and practices of drafting, mapping, and graphic visual methods as applied to engineering and planning;
- Working knowledge of zoning and subdivision practices;
- Ability to read and interpret engineering drawings and specifications;
- Ability to analyze and evaluate development proposals;
- Ability to plan, organize and supervise the work of others;
- Ability to express oneself clearly and concisely, both orally and in writing;
- Ability to understand and interpret complex oral and written information;
- Ability to establish cooperative working relationships with contractors, the public, consultants, vendors, co-workers, and other department staff;
- Ability to deal courteously and effectively with the public, boards and committees, and other government officials;
- Ability to prepare operating budgets;
- Ability to use personal computers and related software for engineering and planning purposes; Microsoft Word, Excel, Access and a variety of mapping and surveying software;
- Ability to perform activities requiring physical effort (walking, climbing or reaching);
- Ability to perform work requiring prolonged visual concentration;
- Ability to exercise discretion and sound judgment;
- Good judgment, dependability, initiative, resourcefulness, accuracy, and alertness are required;
- The employee's physical condition shall be commensurate with the demands of the position;