

Assistant Director of Engineering Tompkins County

Department: Town of Ithaca
Classification: Competitive
Labor Grade: Town Grade of P
Approved: 0
Revised: 5/01; 5/13
By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in civil engineering or a related engineering field **AND** two years of civil engineering experience; **OR**
- (b) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in civil engineering or a related engineering field **AND** four years of civil engineering experience; **OR**
- (c) Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

SPECIAL REQUIREMENT:

Must possess a valid New York State driver's license with a clear driving record at the time of application and maintain such license for the duration of employment.

NOTE: An Engineer in Training (EIT) certificate is desirable but not required.

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

DISTINGUISHING FEATURES OF THE CLASS:

This is a responsible engineering position, which gives assistance to the Director of Engineering (Town Engineer) in administering and implementing the functions of the Engineering Office. The incumbent designs, prepares plans and specifications, and coordinates engineering projects and activities. Performs inspections and prepares cost estimates. Work is performed in the office and occasionally at work sites under the general supervision of the Director of Engineering with moderate leeway allowed for the use of independent judgment in carrying out work activities. Supervision is exercised over Civil Engineer and other subordinate technical staff and acts for the Director of Engineering in his/her absence. Attendance at evening meetings of various Boards and committees of the Town may be required. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Designs engineering projects and prepares plans and specifications, and contract documents for water, sewer, highway, drainage, and related construction and improvements;
Coordination of deed and easement filing;
Negotiates, obtains, and files easements and R.O.W.'s for public works project;
Performs field survey work for town infrastructure work projects;
Prepares cost estimates for work projects;
Performs on-site inspections of work in progress and completed projects;
Coordinates work projects with Highway and other relevant departments and personnel;
Responds to residents' complaints on water, sewer, storm water and road problems, ensuring corrective action as needed;
Prepares plans and reports on capital projects;
Assists in working with representatives from other municipalities on projects of mutual interest;
Assists in the selection of department equipment;
Assumes responsibilities of the department when Director is not available;
Supervises subordinate engineering staff, including the recruitment and evaluation of student interns;

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Emergency response to evaluate and assist in diagnosis and repair/correction of problems/failures in municipal infrastructure;
Availability for 24 hour emergency response.
Thorough knowledge of the principles, terminology, and practices of civil engineering;
Thorough knowledge of field surveying techniques;
Good working knowledge of current construction, construction management, and maintenance principles, practices and standards and their application to municipal infrastructure;
Ability to perform complex engineering and field surveying calculations;
Ability to design engineering public works projects and prepare plans and specifications;
Ability to prepare complex reports and records;
Ability to lay out the working details of engineering projects;
Ability to follow technical oral and written instructions;
Ability to communicate effectively, both orally and in writing;
Ability to supervise the work of others;
Ability to use microcomputers and engineering software programs;
Engineering In Training certificate desirable;
Dependability, initiative, resourcefulness, good judgement and accuracy are required;
Physical condition commensurate with the demands of the position.

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