

DEPUTY TOWN ENGINEER

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Town Engineer, an incumbent assists the Town Engineer with professional technical and administrative engineering work of a considerable degree of difficulty and importance requiring thorough knowledge of the principles and practices of engineering and good knowledge of the operation of municipal government. Wide latitude is provided for independent action, but general supervision and direction of work is maintained by the Town Engineer. This position differs from that of Senior Civil Engineer in that the incumbent is authorized to act for and on behalf of the Town Engineer. Supervision over technical and/or clerical staff is usually a function of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Acts for and on behalf of the Town Engineer;

Conducts basis studies and assists in planning / designing various public works projects including special construction, alteration contracts, and maintenance projects;

Prepares plans, estimates, specifications, contracts and bids for municipal construction projects or structures describing location and specifying particular materials to satisfactorily and economically perform the function desired;

Supervises and participates in the design of sewers, pavements, culverts and structures;

Inspects materials and workmanship on highways, sewers, water mains, storm drains, sidewalks, and other public works construction projects to ensure that work is performed according to plans, specifications, and engineering standards and recommends any necessary improvements for efficiency purposes; interprets design and specifications for contractors;

Directs collection of field information related to project submittals and requests;

Prepares surveys and construction cost / quantity estimates for pavements, sewers, drains, sidewalks, water mains, and other public works projects including structures;

Works with state and local engineers on coordination of road systems;

Prepares and updates detailed maps, plans, profiles and cross sections of engineering projects;

Maintains maps, plans, and records for the municipal assessor and engineering departments;

Performs technical review of submitted permit applications and attends technical review meetings with applicants and homeowners;

Issues excavation permits for street openings on public property for installation of utilities, driveways, etc. to adjoining properties;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Conducts negotiations between the Town and outside parties, such as County officials, Village or City officials, utility companies, etc.;

Oversees the municipal Capacity, Management, Operation, and Maintenance (CMOM) and Municipal Separate Storm Sewer System (MS4) programs;

Prepares purchase orders for construction materials and keeps records of expenditures;

Investigates and independently responds to staff or resident complaints/inquiries relating to roads, grading and drainage;

Attends Town Board, Planning Board and Zoning Board meetings as required;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail, database, GIS and Auto CAD software in performing work assignments;

May assist in the supervision of the Building and/or Public Works Departments when the Town Engineer is designated as department head.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of engineering and the sources of engineering information involved in the field; thorough knowledge of civil engineering, including route surveying and designing, use of curves and earthworks, and mass diagramming; thorough knowledge of the practices of specification writing; thorough knowledge of construction estimating, including relative cost of materials related to useful life; good knowledge of the design, construction and maintenance of water mains, sanitary sewers, storm drains, roadway infrastructure, and other public works facilities; good knowledge of site and land development regulations; good knowledge of building construction and maintenance; good knowledge of administrative principles and practices as they apply to local government; skill in design of highways and related structures, or similar proficiency in the fields of sewer, storm drain or water main designs; skill in performing complex engineering computations; ability to initiate and develop studies and investigations and to prepare reports; ability to express ideas on technical subjects clearly and concisely, orally and in writing; ability to plan and supervise the work of others; ability to obtain the cooperation and support of others; ability to get along well with others and to deal effectively with contractors; tact in dealing with public officials, consultants, contractors, the general public and subordinate staff members; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail, database, GIS and Auto CAD software; initiative and resourcefulness in the solution of Engineering problems; accuracy; reliability; sound professional judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a Professional Engineer License issued by New York State and one (1) year experience in the field of civil engineering, construction engineering or closely related field, including or supplemented by one (1) year supervisory experience.

NOTE: A \$40 fee paid by check to Westchester County is also required if hired.

Email or send resume to:

Equal Opportunity Employer

Email: tkuzemczak@yorktownny.gov

Town of Yorktown

Attn: Human Resources

363 Underhill Avenue

Yorktown Heights, NY 10598