

SUPERINTENDENT OF ENGINEERING SERVICES

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position involving responsibility for overseeing and supervising engineering projects and subordinate engineering professional and technical staff. The position requires managerial ability in administering the technical phases of the work. General supervision is received from the City Manager. Supervision is exercised over all staff in the Engineering Department. The Superintendent of Engineering Services also reviews the work of contractual engineers who design major projects and acts as technical advisor to city departments, agencies and boards. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assigns and supervises engineering field and office work of subordinate professional and technical staff;

Reviews and evaluates plans, designs, specifications and cost estimates for engineering and construction projects;

Conducts studies to determine future needs;

Makes recommendations and assists in the development of long range capital improvement projects;

Coordinates the implementation of contracts entered into with private companies for construction work and monitors work in progress to ensure contract provisions are adhered to;

Works with line department heads and City Manager to identify projects for engineering services;

Prepares monthly project status and activity reports

Prepares plans, specifications and design of proposed engineering projects;

Supervises field parties engaged in making surveys for providing line and grade for street paving, sewer and water extensions and other standard municipal improvement projects;

Knowledge of State and Federal Laws regarding design, construction and financing of capital projects,

Prepares specifications, cost estimates and time schedules of construction projects;

Consults with outside agencies with jurisdiction to review, regulate and approve projects;

Administers projects under construction and prepares progress reports;

Acts as a technical advisor to departments and various municipal boards.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of civil engineering practices and techniques,

Ability to use water system hydraulic models to assess system performance and improvements;

Thorough knowledge of modern methods and techniques as applied to the construction and maintenance of public works projects;

Thorough knowledge of construction and repair materials, methods, standards and costs;

Ability to complete projects on time and within budget;

Good knowledge of administrative techniques;

Ability to plan, lay out and direct the work of subordinates;

Ability to read and interpret engineering plans, specifications, charts and designs;

Ability to review and evaluate finished engineering plans, designs, specifications and narrative reports;

Ability to effectively communicate in public venues;

Ability to establish cooperative relationships with contractors, public agencies and the general public;

Ability to understand and carry out complex oral and written instructions;

Ability to analyze the condition of streets, structures, embankments, etc., and determine maintenance and repair needs;

Ability to professional negotiate professional services contracts and construction change orders;

Ability to use scheduling software to plan and monitor project development;

Ability to prepare and maintain technical records and reports;

Ability to use Microsoft Office, Word, Excel and Powerpoint;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in civil engineering, architecture, or related field, and four (4) years of experience in civil engineering or architecture with experience in planning, design and construction of civil engineering projects with construction value of over \$3 million. Two (2) years of which shall have been in a supervisory capacity

SPECIAL REQUIREMENT: Possession of a Professional Engineer's License at time of appointment.