

**SENIOR CIVIL ENGINEER**

**TOMPKINS COUNTY**

**Department** Town of Ithaca DPW

**Classification** Competitive

**Labor Grade** P+

**Approved** TB 6/09

**Revised** 8/09

**By** AF, Commissioner of Personnel

**DISTINGUISHING FEATURES OF THE CLASS:**

This is an experienced engineering position designing, preparing plans and specifications, and coordinating 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 Public Works with moderate leeway allowed for the use of independent judgment in carrying out work activities. Coordination of projects may be exercised over Civil Engineer and other subordinate technical staff, which may include laying out tasks, giving instructions in required procedures and making such checks on completion of work as are necessary to insure proper performance. Problems are discussed with the Director of Public Works. Attendance at evening meetings of various Boards and committees of the Town may be required. Does related work 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;  
Coordinates deed and easement filing;  
Negotiates, obtains, and files easements and R.O.W.'s for public works projects;  
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 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;  
Coordinates and may supervise subordinate engineering staff, including the recruitment and evaluation of student interns;  
Conducts long-range studies to determine future highway, water, sewer, storm water and parks projects and capital projects;  
Conducts investigations and studies on accidents, culverts and bridge waterways, soil investigations and studies for proposed highway improvements;  
Coordinates the maintenance of engineering office records;  
Prepares reports on activities.  
Provides emergency response to evaluate and assist in diagnosis and repair/correction of problems/failures in municipal infrastructure;  
Availability for 24 hour emergency response.

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## **SENIOR CIVIL ENGINEER (CONTINUED)**

### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of civil engineering and the sources of engineering information;  
Thorough knowledge of modern methods and techniques as applied to highway and bridge construction;  
Good knowledge of the codes, laws, rules, regulations and procedures governing highway and bridge design and construction;  
Skill in conducting engineering research work and in writing technical reports of such studies;  
Ability to use personal computers for engineering applications;  
Ability to perform complex mathematical and engineering calculations;  
Ability to supervise a small subordinate staff;  
Ability to operate a variety of surveying instruments (e.g., surveyor's level, theodolite);  
Ability to perform activities requiring physical effort (walking, climbing or reaching);  
Ability to perform work requiring prolonged visual concentration;  
Ability to establish cooperative relationships with contractors, consultants, the public, vendors co-workers and other staff of the department;  
Ability to organize, plan and lay out working details of engineering projects;  
Ability to obtain the cooperation and support of others;  
Initiative and resourcefulness in the solution of engineering problems;  
Tact and mental alertness;  
Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelors Degree in Civil Engineering **AND** five years of full-time paid (or the equivalent part-time and/or volunteer) Civil Engineering experience; **OR**
- (b) Graduation from a regionally accredited or New York State registered two-year college with an Associates Degree in Engineering, Engineering Technology, Highway Technology or a related field **AND** nine years of full-time paid (or the equivalent part-time and/or volunteer) experience assisting in Civil Engineering work; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma and twelve years of full-time paid (or the equivalent part-time and/or volunteer) experience assisting in Civil Engineering work; **OR**
- (d) Any equivalent combination of training and experience as described in (a), (b), and (c) above.

### **SPECIAL REQUIREMENTS:**

- a) Eligibility for a license to practice professional engineering at the time of application. Possession of license at time of appointment.
- b) Possession of a valid New York State Drivers License Class D is required at the time of application and must be maintained for the duration of employment.