

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: Town Engineer

TITLE #: 1695

GENERAL STATEMENT OF DUTIES: Performs engineering work of a considerable degree of difficulty, responsibility and importance; acts as consultant to Town Board and Planning Board or as head of a Public Works Department; has responsible charge and supervision of professional engineering work for the Town; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is professional engineering work calling for the frequent exercise of independent judgement in designing and supervising municipal engineering project and assumes responsibility for technical results; work involves the responsibility for planning and supervising public works construction and related civil engineering work in the development and maintenance of town facilities. The work involves the technical planning and implementation of the engineering program of the Town. Revises the work of contractual engineers designing major projects and acts as a technical advisor to other Town departments and agencies.

Details maps, plans, profiles, and cross sections;

Estimates costs of construction of paving, curbs, sewers and sidewalks;

Prepares preliminary and final designs of construction projects;

Prepares advertisements for bids on construction material;

Prepares miscellaneous technical reports and reviews pertinent Town ordinances, resolutions and code revisions;

May supervise construction of town projects;

May issue permits for street openings and sidewalk, curb, and gutter construction to private contractors;

May assume responsibility for sewage system and sewage disposal;

May assume responsibility for water supply system;

May enforce Town Zoning Ordinance and Building Regulations;

May assists in budget preparation of public work departments of the Town including developing capital improvement plans and cost estimates;

May act as technical advisor to other Town departments;

May oversee street and other departmental construction activities;

May review, check, and pass on plans and specifications submitted with building permit applications for compliance with building code, zoning ordinance, and applicable laws prior to issuing permits;

May inspect buildings and structures in the process of construction or repair for compliance with approved plans and specifications and requirements of applicable ordinances and laws;

May issue building permits and furnish the prescribed certificates of occupancy upon application;

May inspect existing buildings and structures to insure their conformity with safety standards.

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REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles of engineering and the sources of engineering information; a high degree of skill in the application of knowledge materials and tools used in building construction; ability to lay out working details of engineering problems; initiative and resourcefulness in the solution of engineering problems; good judgment; physical condition commensurate with the demands of the position.

MINIMUM REQUIREMENTS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in civil engineering and four (4) years of progressively responsible experience in the field of civil engineering.

SPECIAL REQUIREMENT: Possession of a New York State Professional Engineer License.

TOWN OF WOODBURY: Does not supervise the operation and maintenance of water and sewer plants.

TOWN OF MONROE: Will assume responsibility for the administration of the Sewer Department under the Moodna Basin Joint Operation and Maintenance Commission.

JURISDICTIONAL CLASSIFICATION: Competitive – full time; Non-Competitive – part-time in Towns

REVISED: 6/16/20