

## GENESEE COUNTY

### ASSISTANT COUNTY ENGINEER

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent of this position assists the Commissioner of Public Works in the performance of work involving research, planning, design, control and coordination of special technical public works projects. The work requires the ability to develop, schedule and coordinate the multiple activities of engineering teams, construction crews, contractors, vendors and suppliers for effective and productive use of county assets. The work includes responsibility for design, construction inspection, administration, preparation and maintenance of appropriate records and files. The work involves the coordination and active interaction with various county departmental personnel and various state and federal agencies. Major technical and engineering policy decisions and problems are discussed with the Commissioner of Public Works before taking action. The work is performed under general supervision of the Commissioner of Public Works, with leeway allowed for the exercise of independent judgement in carrying out details of the work. While an incumbent usually works alone, occasionally, supervision may be exercised over the work of various professional and non-professional employees in project activities. The incumbent performs related work as required.

#### **TYPICAL WORK ACTIVITIES:**

- Researches, prepares, reviews and revises plans, bid criteria, specifications, designs and reports for public works projects involving renovation, repair and new construction of county facilities and installations, including airport facilities, office buildings and jail; highways, bridges, energy performance and recovery systems; water, sewage and drainage systems; and parks and forestry preserves;
- Coordinates technical services and assists in the final inspection of construction projects conducted by outside contractors that involve municipal facilities;
- Reviews building alterations and construction for conformance to plans and specifications;
- Confers with supervisors and peers on a variety of engineering projects dealing with cost projection, workload, feasibility studies, etc.;
- Researches and prepares preliminary specifications for construction materials, equipment and supplies;
- Conducts studies and surveys to prepare reports for future and long-range public works capital improvement projects;
- Develops schedules, materials and personnel requirements for various maintenance, repair, renovation and new construction projects;
- Conducts studies and provides technical assistance to various county departments in areas of research, evaluation, cost estimates, recommendations, development of plans and specifications for projects covering a wide range of technical areas leading to repair, modifications and/or improvements to specialized equipment.
- Assists in the inspection of highways, bridges, drainage structures, facilities and equipment to determine areas of repair and identify and recommend the type of work necessary;
- Provides technical assistance and coordination for projects which are regulated by various federal and state agencies such as the Environmental Protection Agency and New York State Departments of Environmental Conservation and Transportation;
- Serves as project manager by coordinating projects that require public works involvement such as Highways and Bridges, Engineering, and Parks and Facilities;

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### **TYPICAL WORK ACTIVITIES Cont'd:**

- Provides technical and administrative assistance to towns in areas of evaluation and recommendations involving engineering principles associated with maintenance, repair and construction of highways, drainage, equipment and related facilities;
- Prepares economic and cost analyses, feasibility studies, compliance reports, reliability analysis and other technical reports for various special projects, as assigned by the Commissioner of Public Works;
- Represents the Commissioner of Public Works at meetings and during various situations requiring coordination with city, village, town, county and state officials;
- Reviews qualifications and proposals, recommends selection and administers engineering consultants and construction contractors;
- Supervises the work of surveyors, designers, and construction and maintenance staff with regards to capital improvement projects;
- Supervises and assists with the preparation and application for all permits and approvals required from regulatory agencies;
- May act as an expert witness and may affix his/her seal to engineering documents on behalf of the county;
- May act as the Commissioner of Public Works in his/her absence.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of advanced technical engineering, physics and mathematics as related to civil engineering; thorough knowledge of design, construction, and maintenance methods and techniques as applied to highways, bridges, buildings, parks, airports, water, sewer and other public works projects; ability to make difficult, technical engineering calculations, compile engineering data, design engineering projects, and prepare engineering plans, specifications and bid documents; ability to meet and work with the public; skill in conducting engineering research work and in writing technical reports of such studies; ability to express oneself clearly and concisely, both orally and in writing; ability to exercise personal discretion and sound judgment; ability to plan and supervise the work of others; tact; leadership abilities; mental alertness; initiative, integrity; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

#### **EITHER:**

- A.** Possession of an Engineer-in-Training (EIT) Certificate **AND** possession of a Master's degree from a regionally accredited or New York State registered college or university in civil or environmental engineering;

#### **OR:**

- B.** Possession of an Engineer-in-Training (EIT) Certificate **AND** graduation from a regionally accredited or New York State registered college or university in civil or environmental engineering **AND** four (4) years of experience involving civil or environmental engineering;

#### **OR:**

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**MINIMUM QUALIFICATIONS, Cont'd:**

- C. Possession of a Bachelor's degree or higher in civil or environmental engineering **AND** six (6) years of experience as described in (A) above;

**OR:**

- D. Possession of a Bachelor's degree or higher in engineering **AND** eight (8) years of experience as described in (A) above.

**PREFERRED QUALIFICATIONS:** Possession of a Professional Engineer's License issued by the New York State Education Department and four (4) years of practical civil engineering experience after having been issued a New York State Professional Engineer's License, at least two (2) years of which shall have involved supervisory duties.

**SPECIAL REQUIREMENT:** Must possess and maintain a New York State Class D Driver's License

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Competitive Class

Adopted 6/27/18

Revised 8/10/21, 7/27/23, 10/26/23, 5/8/26

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.