

ASSISTANT DIRECTOR OF ENGINEERING

DISTINGUISHING FEATURES OF THE CLASS:

This is a supervisory civil engineer position in the Department of Public Works. Incumbents in this class perform professional civil engineering duties and function as the supervisor of a unit involved in highway related projects. In addition, the incumbent provides high level technical assistance to the Assistant Civil Engineers as well as some administrative support to the Director of Engineering. The class differs from that of Director of Engineering in that the Director functions as the Engineering Division head; whereas, the Assistant Director of Engineering assumes these duties only in the Director's absence or to directly aide the Director. Work is performed under the general direction of the Director of Engineering. Supervision is normally exercised over subordinate employees.

TYPICAL WORK ACTIVITIES:

The incumbent may perform all of the duties of an Assistant Civil Engineer I and may typically perform the following:

1. Assists the Director of Engineering on a wide variety of administrative and contractual matters;
2. Provides high level technical assistance to the Assistant Civil Engineer I and other staff;
3. Instructs all other departmental engineers in the application of engineering principles in the design of county roads and bridges;
4. Assumes the function of the Director of Engineering when the Director is not available;
5. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles of engineering, physics and mathematics related to civil engineering; thorough knowledge of the practices, theories and procedures of civil engineering, including surveying and related computations; good knowledge of construction materials, methods and tests; good knowledge of applicable codes, laws, rules, regulations and procedures governing civil engineering design and construction; good knowledge of the planning, design, construction and maintenance of highways and related structures; good knowledge of the principles of supervision; ability to train and supervise subordinate staff; ability to prepare finished plans, designs, specifications and narrative reports; ability to plan, schedule, coordinate and evaluate repair, maintenance and

ASSISTANT DIRECTOR OF ENGINEERING (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: (Cont'd)

construction programs; ability to establish cooperative relationships with subordinates, co-workers, contractors and their staff and other officials; ability to select, from a variety of engineering alternatives, the most effective and cost efficient methods; ability to design construction proposals; ability to gather, analyze and evaluate information from a variety of sources and prepare recommendations and proposals; ability to perform complex mathematical and engineering calculations; ability to analyze the condition of roads, structures, equipment, embankments and construction projects and determine maintenance, repair and construction needs; mechanical aptitude; accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a National Coalition of Engineering Examiners accredited college or university with a Bachelor's degree in Civil Engineering and four (4) years of civil engineering experience involving highway and bridge design and contract administration;
- OR: (B) Possession of a license as a professional engineer pursuant to article 145 of the N.Y.S. Education Law.

SPECIAL REQUIREMENT:

A department head may require the possession of a valid New York State Operator's license at time of appointment.

EG0220

ADOPTED: 01/01/96 (Assistant Civil Engineer II)