

## **ASSOCIATE VILLAGE ENGINEER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional work of considerable difficulty, including responsibility for the preparation, design, development, construction, maintenance, operation and/or inspection of engineering projects for a village in the absence of the Village Engineer or in the event an engineering project should present a conflict of interest for the Village Engineer. Work is performed in accordance with established policies under the general direction of the Mayor, permitting wide latitude for independent action and requiring a high degree of professional judgment. The position may involve supervision of engineering and/or clerical employees. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Provides professional engineering advice to the Mayor and Village Board;  
Supervises and participates in the preparation, review and revision of plans, specifications and designs of proposed engineering projects;  
Directs preliminary studies, investigations, estimates and the preparation of drawings of proposed projects;  
Performs technical research and prepares reports of findings;  
Prepares bidding sheets for the purchase of materials and equipment;  
Reviews specifications of private contractors;  
Directs inspections of private contract construction.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of civil engineering; thorough knowledge of modern methods and techniques as applied to the design, construction and maintenance of public works; thorough knowledge of engineering research and economics; good professional judgment; ability to plan, lay out and supervise engineering activities; initiative and resourcefulness in solving engineering problems.

**MINIMUM QUALIFICATIONS:** Possession of a Professional Engineer's license issued by the State of New York, the qualifications for which must have included or been supplemented by five (5) years in civil engineering.

**NOTE:** If any village should establish the position of Village Engineer as a Public Officer, appointees to Associate Village Engineer would also be required to meet further qualifications as specified by the Public Officer Law.

**SPECIAL REQUIREMENT:** Must maintain the Professional Engineer's license issued by the State of New York throughout the course of employment in this title.