

DIRECTOR OF ENGINEERING AND FACILITIES MANAGEMENT

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and professional work of a complex nature which involves responsibility for professional engineering determinations and includes responsibility for developing, implementing and overseeing policies and procedures relating to design, development, construction, maintenance, operation and inspection work as it may affect drainage, solid waste disposal, a wastewater collection system including pump stations, pollution, shade trees and excavation projects as well as the efficient operation and maintenance of facilities, parks, recreation areas and grounds owned or maintained by a municipality. The work is performed under the general supervision of an administrator or higher-level executive staff with wide leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over a large number of employees through subordinate supervisory staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and implements a program of general, preventive and corrective maintenance of buildings, vehicles, equipment and grounds;
Supervises the preparation, review and revision of plans, specifications, design and cost estimates of proposed engineering and capital projects;
Reviews, make recommendations and approves, where necessary, public or private work as it may affect landfills and excavations, shade trees, pollution, drainage and sewage;
Develops short and long-range plans for facilities, capital construction and major repair, replacement or renovation projects;
Plans and coordinates administrative functions and technical activities to ensure the effective operation of the department;
Evaluates budget, personnel and equipment needs and makes effective recommendations for change when appropriate;
Acts as a consultant to a variety of boards in matters relating to the environment;
Serves as liaison with federal, state, county and local agencies (e.g., the United States Environmental Protection Agency and Department of Agriculture, the NY State Department of Environmental Conservation, the Rockland County Department of Health, the Rockland County Drainage Agency, etc.) and oversees the enforcement of laws relating to the environment (e.g. serve as Floodplain Administrator and Stormwater Management Officer);
Performs technical research and prepares reports of findings;
Oversees the selection, training and development of subordinate staff;
Attends municipal board or other meetings as required.

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 design, construction and maintenance of public works facilities; thorough knowledge of the administration of capital projects; good knowledge of buildings and grounds maintenance and repair practices and procedures; good knowledge of the layout and care of parks, athletic fields and recreation areas; good knowledge of the building trades; good knowledge of administrative and management practices; ability to plan and implement a long range maintenance program; ability to plan, supervise and coordinate the work of others; ability to prepare, read and

(over)

interpret plans and specifications; ability to prepare and present technical reports; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations with others.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Civil Engineering or comparable curriculum and eight (8) years of experience in design and construction of municipal infrastructure and facilities and review of applications to municipal boards, at least five (5) years of which must have been in an administrative or supervisory capacity.

NOTE: A Master's degree in Civil Engineering may be substituted for two (2) years of the required general experience.

SPECIAL REQUIREMENT: Possession of a license to practice as a Professional Engineer in the state of New York.