

ENVIRONMENTAL CONTROL SUPERVISOR (SURVEY AND DESIGN)

DISTINGUISHING FEATURES OF THE CLASS: This is professional engineering work involving the supervision, direction and coordination of town engineering functions which includes subdivisions and commercial site development and highway projects, which is performed within the context of an environmental control program. Responsibilities included the conduct of field surveys and the preparation of designs, cost estimates and related office computations. Functions under the general direction of the Director of Engineering and Facilities Management. Provides direction and guidance to a small number of subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises the conduct of field surveys and the preparation of designs and cost estimates;
Responsible for the preparation of descriptions and survey computations;
Makes recommendations to the Planning Board concerning land subdivisions and commercial site development with respect to drainage, roads, sanitary sewers, etc.;
Consults with and performs engineering functions for the Town Highway Superintendent;
Develops specifications and prepares formal bid documents;
Supervises and participates in the inspection of public improvement construction in land subdivisions and sites;
Reviews homeowner complaints and recommends appropriate courses of action;
Investigates and processes insurance claims involving drainage and sewage projects;
Supervises the preparation and maintenance of maps and plots of town area and districts;
Assists Town Assessor in establishing metes and bounds;
Reviews and implements rules and regulations of the Fresh Water Lands Act and the State Environmental Quality Review Act.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods and techniques of design of drainage, sanitary sewers, streets and other subdivision improvements; general knowledge of the principles and practices of civil engineering; ability to plan, direct and coordinate the work of others; ability to establish and maintain amicable work relationships and communications with the general public and public officials; ability to prepare designs, specifications and cost estimates; ability to function in accordance with established policies, procedures, state and local laws.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher in Civil Engineering or a related field and four (4) years of post degree experience in large scale public works programs which involved design work, one (1) year of which must have been in a supervisory capacity.

SPECIAL REQUIREMENT: Possession of a license to practice as a Professional Engineer in the State of New York which must be maintained throughout the course of employment in this title.