

CITY of ONEIDA

Civil Service Commission

Michael Kaiser, Chairperson
Kathleen Brandt, Commissioner
Thomas Carolla, Commissioner
Dawn E. Andrews, Secretary to Commission

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Seeking qualified person(s) for immediate appointment to **CITY ENGINEER**

POSITION AVAILABLE:	CITY ENGINEER – Full Time Non-Competitive Position – No CS testing is required
LOCATION:	City Hall
JOB DESCRIPTION:	See attached
MINIMUM JOB DESCRIPTION:	See attached

This is a Non-Competitive position - No Civil Service exam is required

NOTE:
Civil Service Application must be completed and
returned to Civil Service Office

Posted by Dawn E. Andrews, Secretary to the Commission on January 5, 2018

CITY ENGINEER

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative and technical position involving responsibility for planning and directing all public work activities for the City of Oneida. In addition to good administrative ability, the position requires a thorough knowledge of civil engineering principles and practices. General administrative direction is received from the Mayor and Common Council with considerable leeway allowed for the exercise of independent judgment. Supervision is exercised over the Code Enforcement Office [new construction & zoning], Department of Public Works, Water Department, Waste Water Treatment Plant, and the Central Garage.

TYPICAL WORK ACTIVITIES

Directs and coordinates engineering project designs including topographical surveys, plans, estimates, specifications, and working drawings;
Prepares or approves, plans and specifications for street paving and grading, sanitary & storm sewer and water line extensions or replacement, park development, recreational facilities, and related public construction and repair projects to be undertaken by contract or force account labor & equipment;
Prepares Requests for Proposals to retain professional engineering or architectural consulting services;
Administers contracts for completion of public work projects;
Administers the City's Flood Damage Prevention Ordinance;
Administers the City's mosquito control program;
Administers all aspects of Federal or State grants or loans awarded for public work projects;
Reviews and comments on proposed ordinances and resolutions which relate to public work activities within the City;
Prepares and submits the annual public works Operations & Maintenance and Capital Improvements budgets, administers the approved budgets;
Directs the maintenance, repair, or upgrade of the City's infrastructure including: water distribution systems, streets, sanitary & storm water collection systems, dams, treatment plants, and buildings;
Engineering advisor to the Planning Commission when considering applications for subdivision or site plan approval.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of civil engineering; thorough knowledge of procedures involved in the initiation, planning and development of engineering projects; working knowledge of NYS Environmental Quality Review regulations and procedures; working knowledge of National Flood Insurance Program floodplain management requirements; working knowledge of storm water management concepts; working knowledge of Minority and Women's Business Enterprises Program requirements applicable to public work contracts; ability to coordinate complex phases of an engineering program; ability to layout and supervise the working details of engineering projects; initiative and resourcefulness in developing engineering projects; initiative and resourcefulness in solving engineering and administrative problems; good professional judgment; ability to communicate effectively and concisely both orally and via written reports, documents, and correspondence; ability to interact with superiors, peers, subordinates, and the public in a composed and professional manner; ability to comprehend and apply NYS codes, rules and regulations governing the acquisition of permits to apply larvicides, pesticides and herbicides, and the completion & filing of associated usage reports; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduate of a fully accredited institution of higher learning with a Bachelors Degree in Civil Engineering, AND shall have a minimum of five years experience in performing progressively responsible civil engineering work of which at least two years experience shall be while serving in a civil engineering management leadership position.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for a license to practice as a Professional Engineer in NYS. Possession at time of appointment.

ADOPTED: 2/14/91

REVISED: 10/20/11

Class: Non-competitive (policy influencing)