

Jurisdiction: City of Ithaca
Jurisdictional Class: Competitive
Adopted: 02/20/13
Revised: 02/19/14, 06/03/15, 09/07/22
Title changed from Director of Engineering 06/03/15

DIRECTOR OF ENGINEERING SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is a managerial position responsible for planning, managing, supervising and directing public works capital projects for the City of Ithaca. The Director of Engineering Services is also responsible for supervising the Engineering Division of the Department of Public Works, and for planning, managing, supervising and directing the engineering program, projects and activities of the Department of Public Works. The work is performed under the general supervision of the Superintendent of Public Works with considerable leeway permitted for the exercise of independent professional judgment. Supervision is exercised over the work of subordinate engineering staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, assigns, supervises, reviews and directs all public works capital projects and engineering and construction management activities for the Department of Public Works;
Establishes work program and sets priorities for engineering projects and activities;
Supervises, trains and evaluates subordinate staff;
Develops and manages large segments of the City's capital improvements program for small and large scale projects, either directly or through subordinate staff;
Oversees and manages capital project expenditures, budgets and fund recovery;
Prepares construction contract documents, cost estimates, time schedules and materials specifications for engineering projects;
Prepares or supervises preparation of consultant contracts for various engineering studies and professional services; solicits and evaluates proposals; acts as City representative during execution of contract; manages consultants' contracts and projects;
Supervises the design, and plans and directs the construction, of new water and sewer lines, traffic devices, bridges, storm drains, sanitary sewers, retaining walls, buildings, flood control structures, etc.;

Reviews plans, designs and specifications prepared by subordinate engineering staff and consultants for compliance with law, codes, regulations, specifications and department standards;

Reviews and analyzes storm water management and traffic impact of development proposals;
Develops long-term planning strategies for bridge inspection and maintenance, traffic database development, traffic simulation, infrastructure upgrades, other technologies and future visions;
Reviews, analyzes and supervises implementation and response to state bridge inspection program for safety and structural repairs;

Administers, either directly or through subordinate staff, regulatory functions including the issuance of permits for street and sidewalk work, utility work in streets, and subdivision and site plan review;

Supervises the maintenance and permanent storage of City maps, cemetery maps, assessment maps, surveys, construction drawings, etc. of City owned facilities;

Reviews building plans, commons permits, permits for storm drainage works and flood plain management;

Typical Work Activities – continued:

Meets with public, elected and appointed officials regarding public works activities and strategies, project reviews, intermunicipal agreements, consultant contract administration, etc;
Attends meetings of boards and committees as City representative in project review, grants and other related projects and programs; represents the City in discussions with developers, other municipalities, granting and reviewing agencies;
May act for and in place of the Superintendent of Public Works as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of civil engineering; good knowledge of the principles, practices and methods of construction management; good knowledge of modern methods and techniques as applied to the construction and maintenance of public works; good knowledge of construction procedures including design, specification writing, inspections and surveys; good knowledge of the laws, codes, rules and regulations governing engineering design and construction; good knowledge of the principles of public works administration; good knowledge of governmental accounting and budgetary procedures; ability to manage major engineering design and construction projects and to prepare engineering plans and specifications; strong project management skills; ability to supervise and direct subordinates; ability to understand and carry out complex administrative and technical oral and written directions; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with others; ability to successfully work with and serve a diverse local community; willingness to respond to emergency situations; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Possession of a Bachelor's Degree in Engineering, Engineering Science, Architecture, Construction Management, Planning or a related field with similar course curriculum and six (6) years of full-time paid civil engineering, construction management or public works capital project management experience, or its part-time paid equivalent, at least two (2) years of which must have been in a supervisory capacity; or
- B. Possession of an Associate's Degree in Engineering, Engineering Science, Construction Technology, Architecture or a related field with similar course curriculum and eight (8) years of full-time paid civil engineering, construction management or public works capital project management experience, or its part-time paid equivalent, at least two (2) years of which must have been in a supervisory capacity.

Note: College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.