

DIVISION ENGINEER

10270

(Competitive)

DISTINGUISHING FEATURES OF THE CLASS

This is supervisory and administrative oversight work of an organizational segment in the City of Syracuse Department of Engineering with responsibility for planning, implementation and inspection of engineering projects. The position requires the application of professional engineering skills and knowledge to public engineering projects involving the design, construction, inspection and maintenance of public works. Assignments are received from an administrative superior who allows the incumbent considerable latitude for initiative, independent judgment and creativity. Supervision may be exercised over a number of technical subordinates dependent on area of assignment.

When assigned as a Division Engineer (Building) the work is primarily concerned with design, review and approval to the construction or renovation of public buildings owned by the City of Syracuse.

When assigned as a Division Engineer (Design and Construction) the work is primarily concerned with the design of a variety of public works projects and contract administration.

When assigned as a Division Engineer (Mapping) the work is primarily concerned with land surveying, topographic and boundary mapping.

Does related work as required.

TYPICAL WORK ACTIVITIES

Plans, organizes, directs and inspects engineering projects in area of specialty assigned.

Leads and participates in the design of engineering projects including plans, estimates, specifications and drawings.

Supervises work in progress and, upon completion, inspects to determine if work is done satisfactorily.

Carries out engineering projects specific to areas of assignment.

Administers construction contracts and consulting engineer contracts relating to a variety of civil engineering projects.

Prepares and submits budgets for area of assignment.

Performs, directs or oversees a variety of administrative functions relating to the operation of the Division.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Comprehensive knowledge of principles and practices of engineering as applied to the assigned specialty.

Good knowledge of principles and practices of supervision.

Ability to solve difficult engineering work.

Ability to plan, design and oversee engineering work.

Ability to supervise subordinates.

Physical condition commensurate with the demands of the position.

When Assigned to Design and Construction:

Thorough knowledge of principles and practices of civil engineering as they relate to the construction of roads, bridges and utilities.

When Assigned to Mapping:

Thorough knowledge of principles and practices of land surveying, topographic and boundary

mapping.

MINIMUM QUALIFICATIONS

Promotion:

One year of permanent competitive class status as a Civil Engineer III or two years of permanent competitive class status as a Civil Engineer II or Facilities Engineer.

Open Competitive:

A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a baccalaureate degree in engineering and four (4) years of professional level experience in engineering related to the specialty involved; or,

B. Nine (9) years of paraprofessional or professional engineering experience, or its part-time equivalent, five (5) years of which are in a professional level capacity related to the specialty involved; or,

C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

4/2008 Revised