

Posted: January 8, 2016  
Department: Engineering  
Grade 19, Step 1  
Salary: \$84,860.00  
Respond to: Town of Yorktown  
Human Resources Department  
By January 22, 2016

## DEPUTY TOWN ENGINEER

### **GENERAL STATEMENT OF DUTIES:**

Assists the Town Engineer with administrative and engineering work of a considerable degree of difficulty and importance; acts for and on behalf of the Town Engineer; does related work as required.

### **DISTINGUISHING FEATURES OF THE CLASS:**

Under the general direction of the Town Engineer, this is a highly responsible technical position requiring a thorough knowledge of engineering principles and practices and of the operation of municipal government. While latitude is provided for independent action, general supervision and direction of work is maintained by the Town Engineer. This position differs from that of Senior Civil Engineer in that the incumbent is authorized to act for and on behalf of the Town Engineer as a Deputy.

Supervision over a technical and/or clerical staff is usually a function of this position.

### **EXAMPLES OF WORK:** (Illustrative Only)

Prepares maps, plans, profiles and cross sections;

Acts for and on behalf of the Town Engineer;

Assists in planning special construction or maintenance projects;

Prepares surveys and estimates of quantities;

Estimates construction costs of pavements, sewers, drains, sidewalks, water mains, and other public works projects including structures;

Assists in the performance or supervision of the duties of Building and/or Plumbing Inspectors; Prepares plans and specifications for construction projects or structures;

Issues excavation permits for street openings on public property for installation of utilities, driveways, etc. to adjoining properties;

Supervises refuse collection;

Assumes responsibility for sewage system and sewage disposal, water supply, storage and distribution system and snow removal;

Keeps town maps and tax maps up-to-date and prepares assessment data;

Conducts negotiations with County officials and utility companies, etc.;

**EXAMPLES OF WORK:** (Illustrative Only) (con't.)

Keeps records of expenditures;

Supervises technical staff;

May use computer applications in performing work assignments.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Thorough knowledge of the principles of Engineering and the sources of Engineering information; good knowledge of the design, construction and maintenance of water mains, sanitary sewers, storm drains, and other public works facilities; good knowledge of building construction and maintenance; good knowledge of administrative principles and practices that apply to local government; ability to initiate and develop studies and investigations and to prepare reports; ability to plan and supervise the work of others; ability to effectively use computer applications; initiative; resourcefulness in the solution of Engineering problems; physical condition commensurate with the duties of the position.

**MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:**

Possession of a Professional Engineer License issued by New York State and one (1) year experience in the field of civil engineering, construction engineering or closely related field, including or supplemented by one (1) year supervisory experience.

**Send, fax or e:mail resume, including salary history, to Town of Yorktown, Attn: Human Resources, 363 Underhill Avenue, Yorktown Heights, NY 10598, FAX (914) 962-0326 or e:mail [mqspurning@yorktownny.org](mailto:mqspurning@yorktownny.org). Equal Opportunity Employer.**