

OPERATIONS ENGINEER

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for directing and supervising the activities of the Street & Sewer Division, of the Department of Public Works. An Operations Engineer must have the ability to review and prepare plans and specifications for public works projects and assist in long-range construction and maintenance planning. Work is performed under the general direction of the Director of Public Works, with leeway allowed for determining the order of work and assignments. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES (illustrative only):

Responsible for directing and supervising the activities of the Street & Sewer Division, of the Department of Public Works;

Assists Engineering Division in the review and preparation of plans and specifications for public works projects; Inspects projects for compliance with established standards; and coordinates construction and maintenance activities with the Engineering Division;

Directly responsible for establishing and supervising a yearly street maintenance and cleaning program;

Directly responsible for supervising snow and ice removal and control methods;

Directly responsible for the supervision and operational aspects of construction of Streets, sewers and bridges performed by the Department of Public Works;

Directly responsible for establishing a systematic cleaning and maintenance program for sewers;

Investigates citizen complaints concerning public works activities and infrastructure issues;

Directly responsible for the preparation of the Street and Sewer Division's operation and maintenance budget;

Assists the Director of Public Works in personnel matters, safety programs, training programs and formation of policies relative to public works activities;

Meets with Street Division union officers about working conditions, personnel matters, etc.;

Prepares reports relative to public works activities and keeps a variety of records;

Oversee the Streets & Sewer Supervisor and the daily work assignments, staffing and record keeping;

Manage Streets Division equipment and assets, determine needs assessments and replacement programs;

Stay current and educated on industry standards and technologies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices, techniques, tools, equipment, materials, terminology and safety precautions of public works activities; Good knowledge of administrative practices and procedures; Ability to lay out and supervise the work of others; to review, propose and interpret plans and specifications; to prepare activity records and reports; to follow complex oral and written instructions; to make field engineering decisions and inspect all public works projects; to exercise good judgment; Physical condition must be commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school, or possession of an equivalency diploma, AND EITHER:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Civil Engineering, Civil Engineering Technology, Construction Engineering Technology or related field AND (3) three years of construction experience in public or private civil construction activities, one of which must have been in a supervisory or engineering capacity; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Civil Engineering, Civil Engineering Technology, Construction Engineering Technology or related field AND (5) five years' experience as stated in "A" above; OR
- C) (7) seven years' experience as stated in "A" above

Salary Range: \$81,878 - \$99,412

Adopted CSC 8-27-91

Revised 6/18/2025