



NASSAU COUNTY DEPARTMENT OF PUBLIC WORKS COMPETITIVE JOB OPPORTUNITY

Posting Date: May 28, 2019

Filing Date: June 28, 2019

Job Description:

Title: Chief Civil Engineer

Provisional Appointment Tested Position

Code: IOF

Unit: Engineering

Grade: 20

Salary: \$76,401 - \$189,324

Location: Varies

Schedule: Varies

INSTRUCTIONS FOR COMPLETING APPLICATION

If you are applying for more than one position a separate application must be completed for each title with the title written in the upper right section on the front of the application. Please ensure that all applications are completed accurately and fully and are signed before they are submitted to this office. Incomplete applications will not be considered. APPLICATIONS MAY ONLY BE SUBMITTED IN PERSON.

The Nassau County Civil Service Application (CSX-1) can be obtained by contacting your Human Resources Unit. All completed applications with any supporting documentation must be returned on or before the filing deadline to:

**Department of Public Works
Human Resources Unit
1194 Prospect Avenue
Westbury, New York 11590**

Any application received after the filing deadline will not be considered

It is strongly recommended that you maintain a copy of your application for your records.

RESIDENCY REQUIREMENTS

Must have resided in Nassau County for one year prior to date of posting.

GENERAL STATEMENT OF DUTIES

Performs administrative and professional engineering duties in directing and coordinating the activities of subordinate engineers, technicians, in a division of Public Works Department; performs related duties as required.

COMPLEXITY OF DUTIES

Provides supervision by coordinating and directing supervisory subordinates engaged in civil engineering projects, and the work is performed independently but is subject to review by the Commissioner of Public Works.

QUALIFICATIONS

1. Consults with engineers, architects, and administrative officials pertaining to highway construction or bridge construction.
2. Supervises the preparation of correspondence relating to contracts for construction, complaints, dealings with other municipalities, and other related matters.
3. Supervises all engineering, technical, and clerical personnel within the division, and all the work that requires consultation with other divisions of the department and other governmental agencies.
4. Conducts periodic and final inspections of all construction projects under the jurisdiction of the division, and approves all final payments of contracts, both personal service and construction contracts.
5. Supervises and coordinates with consulting engineers under contract with County and reviews their plans and specifications.
6. Consults with County Attorney's Office on all pertinent matters affecting the division and provides professional engineering testimony in litigation actions against County.
7. Supervises the preparation of statistical and special reports pertinent to the operations of the division.
8. Assumes responsibility for fiscal control of engineering projects under construction.
9. Supervises the design and drafting of all pipes, culverts, roads, dams, bridges, manholes, catch basins, sluice gates, tides gates, and other design structures.
10. Supervises the design and drafting of street grades and highway drainage structures, retaining wall slabs, bulkheads, and other detail design structures.

MINIMUM QUALIFICATIONS

Training and Experience

Bachelor's degree from a regionally accredited or New York State registered college or university with a major in engineering and

Nine years of satisfactory experience as a civil engineer.

Necessary Special Requirement

Continuing possession of a professional engineer's license issued by the State of New York.