

VACANCY ANNOUNCEMENT



CITY OF MOUNT VERNON, NEW YORK

MAYOR SHAWYN PATTERSON-HOWARD

POSITION: ASSISTANT CITY ENGINEER (SANITARY & STORMWATER SEWERS)

DEPARTMENT: DEPARTMENT OF PUBLIC WORKS

The City of Mount Vernon is an equal opportunity employer and is committed to achieving full and equal opportunity without regard to race, religion, color, gender, physical or mental disability and sexual orientation. The City of Mount Vernon has a zero tolerance for all forms of harassment or reprisal.

OPENING DATE: 12/6/2023

CLOSING DATE: 12/22/2023

SALARY RANGE: \$59,945.94 – \$89,238.17

RESIDENCY REQUIREMENTS: MOUNT VERNON or WESTCHESTER COUNTY RESIDENTS

APPLICATION INSTRUCTIONS:

Resumes and letters of interest should be addressed to:

City of Mount Vernon

Department of Human Resources

1 Roosevelt Square, Room 211

Mount Vernon, New York 10550

Or submitted via e-mail to: CityofMountVernonHR@cmvny.com

DISTINGUISHING FEATURES OF THE CLASS: This is a professional engineering position with the responsibility of assisting in the administration and coordination of activities within the Engineering Bureau and Sanitary and Stormwater Sewers Bureau. This work includes supervising engineering projects involved in the design, construction and inspection of engineering projects. While the ability to exercise independent judgment and make independent decisions is a requirement, general direction is received from the City Engineer and the Public Works Commissioner. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

- Understanding of AutoCAD, GIS, Maximo or other asset management software;
- Direct coordination with hired engineering consultants, responsible for mapping and evaluation of existing water and wastewater infrastructure, coordination with Westchester County and New York State, as applicable;
- Prepare and deliver reports to Public Works Commissioner, City Engineer, and other State and County Officials; Coordinate with regulator agencies;
- Field oversight of construction contractors and ensure construction aligns with approval contract documents;
- Coordination with agencies responsible for permitting and approval to ensure necessary approvals are in place;
- Review and accept shop drawings;
- Develop and coordinate project schedules, ensure sufficient construction staffing to meet proposed schedules;
- Evaluate and approve applications for payment;
- Prepare annual reporting or other requirements associated with Consent Order/NYSDES SPDES permitting;
- Federal and State Grants administrative work and compliance requirements;
- Supervise the work of engineering projects and coordinate the development of preliminary studies, investigate and estimate for proposed engineering projects and programs;
- Supervises and participates in the design and implementation of engineering projects both in the field and in the office;
- Assists City Engineer with budget preparations;
- Formulation of department policy and the preparation of legislation for the City Council.

REQUIRED KNOWLEDGE, SKILL AND ABILITIES: Candidates must have thorough knowledge of the principles, practices and procedures of civil engineering, sanitary and stormwater engineering; good knowledge of public administration; ability to supervise the work of others; ability to establish and maintain effective working relationships with others; good command of the English language and mathematics; ability to communicate effectively both orally and in writing; good judgment; tact and courtesy; alertness; accuracy; honesty; neatness of appearance; resourcefulness and physical condition commensurate with the demands of the position.

ACCEPTABLE TRAINING AND EXPERIENCE:

(A) Graduation from a regionally accredited New York State four - year college or university with a Master's degree in Civil, Chemical or Mechanic Engineering or a closely related field; PLUS six years of professional engineering experience involving the design, development and construction of major civil engineering projects; PLUS one year of which shall have been in a supervisory capacity; OR

(B) Graduation from a regionally accredited New York State four - year college or university with a Bachelor's degree as stated in (A) above; PLUS eight years of the experience as stated in (A) above, PLUS one year of which shall have been in a supervisory capacity.