

# CHIEF ENGINEERING INSPECTOR

Department: Varies  
Classification: Competitive  
Specification Number: 4865  
Approved: 10/3/23  
Revised: By JG

## MINIMUM QUALIFICATIONS

### *OPEN COMPETITIVE*

Either:

- a) Graduation from a standard senior high school and either eight (8) years of experience where the primary function of the position was in highway construction or engineering which involved highways; or
- b) Completion of two years of college or a trade school course in civil engineering and/or construction technology and six (6) years of experience as stated in (a).

### *PROMOTIONAL*

Two years of permanent status as a Senior Engineering Inspector.

## NECESSARY SPECIAL REQUIREMENT:

Possession of a New York State Driver's license at time of appointment which must be maintained throughout the time in this title.

## DISTINGUISHING FEATURES OF THE CLASS

Under the supervision of a higher-level department official, an individual in this position oversees the inspection of the Town road system to ensure all authorized construction work on or within a town right of way is performed in accordance with sound engineering practices and meets specifications. The incumbent also oversees the inspection of town roads, investigation of complaints and recommendations of maintenance to ensure safe traveling conditions. Supervision is exercised over Senior Engineering Inspectors and Engineering Inspectors. Does related work as required.

## TYPICAL WORK ACTIVITIES

Oversees the inspection of construction work performed as a result of road opening permits, building applications or on a right-of-way along town roads to ensure adherence to project specifications, construction standards and permit requirements;

Oversees the review of permit applications and changes, additions and conditions necessary for approval;

Oversees the review of drawings and specifications for permits;

Ensures that work performed meets standards;

Oversees the inspection of the Town road system to determine maintenance needs, priorities, and data for inclusion in the annual road maintenance budget;

Maintains records of road permits and building applications and approves satisfactory completion of projects;

Maintains records of work in progress;

Oversees the investigation of complaints regarding conditions on town roads and recommendations for appropriate action, including immediate repair;

Communicates with the public regarding progression of complaints made;

Assists in planning, directing, and organizing the work activities of Engineering Inspectors and crews engaged in road maintenance;

Implements computer programs, such as computer assisted engineering inspection software to enhance efficiency and accuracy;

May perform other activities as required.

## KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS

Thorough knowledge of engineering inspection principles and terminology; thorough knowledge of materials and methods associated with road construction work; Good knowledge of state laws governing such construction and installation; ability to tactfully direct the activities of contractors into conformance with town practices and requirements; ability to make sketches and simple engineering computations; ability to supervise subordinates in a manner conducive to full performance and high morale; physical condition commensurate with the demands of the position.