

Known as the "Aspen of the East" Ellicottville NY is a destination location for those that seek the beauty and outstanding recreational opportunities this community, located on Great Valley Creek, offers. In addition to low cost of living, Ellicottville features world class schools and a friendly small-town atmosphere. Located 1 hour from Buffalo, NY and less than 3 hours from Cleveland, OH and Toronto, ON, Ellicottville gives you both a family friendly resort town and easy access to may metropolitan amenities.

ELLICOTTVILLE JOINT TOWN AND VILLAGE ENGINEER

PURPOSE:

The purpose of the Joint Town and Village Engineer (Engineer) is to provide for the harmonious physical build and efficient operations of services of the Ellicottville community. It will be the responsibility of the Joint Engineer to carry out the vision of the Town and Village Boards in a way that benefits the entire community, Town and Village as one.

TO ACCOMPLISH THE PURPOSE:

The Engineer, under supervision of the Town and Village Boards, shall develop and maintain all infrastructure master plans and strategic funding plans to carry out the Boards visions. The Engineer will have the responsibility for planning, organizing and directing all engineering functions of the Town and Village's joint engineering department (to be established by Engineer). The Engineer shall determine and establish technical and administrative policies and procedures for the development, analysis and evaluation of infrastructure projects for final action. The Engineer shall determine and establish policies to insure the efficient operation and maintenance of all infrastructure.

TYPICAL DUTIES INCLUDE:

Performs work of considerable complexity and difficulty, requiring independent decisions and the ability to supervise the work of technical and clerical subordinates;

Completes or directs the inspection of all projects performed under contract, such as public buildings, recreational facilities, roads, parking lots, traffic lights, water supply and distribution, wastewater collection and treatment, and drainage systems;

Completes or directs review of site improvement plans for sub-divisions and recommends acceptance or revision of sub-division layout;

Completes or directs review of private site development plans and makes recommendations to Planning Boards;

Consults and advises on environmental sustainability for all planning projects when appropriate;

Supervises engineering activities performed by consultants on roads, bridges, drainage systems, water and wastewater projects;

Investigates and processes complaints relative to roads, grading, drainage, water and wastewater;

Conducts surveys to establish lines and grades in engineering projects;

Acts in an engineering advisory capacity to the town and village boards and departments;

Will assume responsibility for wastewater collection and treatment system;

Will assume responsibility for water supply and distribution system;

Will assume responsibility for Village Streets and Facilities;

Will assume responsibility for Buildings and Grounds;

Supervises or undertakes the preparation of contracts and the calling for bids for Public Works projects;

Supervises or undertakes the requests for engineering consultant services and the resulting contracts;

Utilizes computer applications such as spreadsheets, word processing, autocad software, storm water software, database software and other engineering software in performing work assignments;

Assist police, fire and emergency medical services for the town and village with any engineering services they may need to carry out their duties.

KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles and practices of civil engineering;

Thorough knowledge of laws and other regulatory enactments controlling public works;

Thorough knowledge of the developments of current literature and sources of information in public works engineering;

Ability to plan and direct the work of engineers, contractors and departmental personnel in a manner conducive to full performance and high morals;

Highly motivated to seek the highest government efficiency;

Sound professional judgment;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Possession of a Professional Engineer's license issued by the State of New York is preferred. Minimum of 12 years of private consulting experience. Has worked in project management role or higher for a minimum of 5 years. Extensive experience in all aspects of public water, public wastewater and public transportation systems. Extensive and direct experience with municipal government.

RESIDENCY REQUIREMENT:

The successful candidate will be required to have/establish residency in the Town or Village of Ellicottville within six months of the start of employment.

COMPENSATION:

Commensurate with level of experience and aptitude. Salary range \$80,000 to \$120,000.