

THE MANAGERIAL SERVICE [061]

ADMINISTRATIVE ENGINEER**Duties and Responsibilities**

This is a management class of positions, with several assignment levels. The following are typical assignments within this class of positions.

Under direction, with broad scope for the exercise of independent initiative and judgment, serves as division engineer in charge of a major division, field division or equivalent, or serves as a consultant on major engineering matters to an agency, or is responsible for the management or review of the design of structures and infrastructure of all types and the examination of plans for the construction, alteration or repair of buildings and infrastructure under the jurisdiction of local, state and Federal agencies, and performs highly responsible supervisory work or highly difficult and responsible work in engineering; performs related work.

Under direction of the executive engineer or the chief engineer, with great latitude for the exercise of independent judgement, heads an engineering bureau consisting of two or more divisions and is responsible for the execution of engineering programs and projects involving, for the most part, normal design, construction, and related problems; may consult on novel and unusual problems; with general instructions, may represent the agency at or before boards, commissions, civic groups, legislative bodies, or other government agencies; or assignments equivalent to those described; performs related work.

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ADMINISTRATIVE ENGINEER (continued)Duties and Responsibilities (continued)

Under direction of the executive engineer or the chief engineer, with great latitude for the exercise of independent judgement, heads an engineering bureau consisting of two or more divisions involving for the most part design, construction, and related problems which are extraordinary in one or more of the following characteristics: size and capital cost, or requirements or professional competence and creativity, or major impact on community relations and other important projects; may act as a consultant to or represent the chief engineer or the agency head in high level conferences and negotiations or perform research or supervise a unit engaged in research on novel and unusual problems which are extraordinary in one or more of the characteristics of size and capital cost, or requirements of professional competence and creativity, or major impact on the community and other important projects; or assignments equivalent to those described; performs related work.

Under general direction, with the greatest latitude for the exercise of independent judgement, serves as the chief engineer of an agency or the chief engineer for a major program, with two or more engineering bureaus engaged in the execution of projects involving, for the most part, normal design, construction and related problems; serves as the chief engineer of a major bureau of an agency with responsibility for major design and construction programs and for administration of on-going maintenance and operational activities; may act as executive engineer to the chief engineer of an agency with two or more engineering bureaus and engaged in several programs of extraordinary size and capital cost, or requirements of professional competence and creativity, or requirements of professional competence and creativity, or extraordinary impact on the community and other important projects; or assignments equivalent to those described; performs related work.

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ADMINISTRATIVE ENGINEER (continued)

Duties and Responsibilities (continued)

Under general direction, with the greatest latitude for the exercise of independent judgement, serves as chief engineer of any agency with two or more engineering bureaus and engaged in several programs of extraordinary size and capital cost, or requirements of extraordinary professional competence and creativity, or extraordinary impact on the community and other important projects; or assignments equivalent to those described; performs related work.

Qualification Requirements

A valid New York State License as a Professional Engineer is required. In addition, candidates must have six (6) years of full-time satisfactory experience in chemical engineering, civil engineering, electrical engineering, environmental engineering, mechanical engineering or plan examining work, at least two (2) years of which must have been in an executive, managerial or administrative capacity.

Direct Lines of Promotion

From:	Civil Engineer (and approved specialties) (20215)	To:	None
	Mechanical Engineer (and approved specialties) (20415)		
	Electrical Engineer (and approved specialties) (20315)		
	Chemical Engineer (20515)		
	Environmental Engineer (20618)		
	Plan Examiner (22410)		