THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title Assistant Chief Engineer

Title Code 04830

FLSA Status Exempt

Date Issued September 20, 1989

General Duties and Responsibilities

Under the direction of the Chief Engineer or other university executive, with very broad scope and latitude for the exercise of independent initiative and judgment, organizes and directs engineering personnel for the purpose of providing project management services for all phases of the University’s Capital and Rehabilitation Program; performs related work.

General Work Tasks

- Assists the Chief Engineer in assigning projects to engineering personnel.
- Participates in selection process of engineering consultants, e.g. review of University Engineer’s recommendations.
- Negotiates consultant’s fee and is responsible for preparation and review of the consultant services contracts.
- Negotiates and prepares all items required for proper disposition of capital projects.
- Issues procedure for a project in conformance with required Codes and Regulations.
- Supervises planning and assists in negotiating requisite agreements, contracts or leases necessary for the implementation of a capital project.
- Determines the activities required for the project completion and assigns them to the proper person.
- Directs staff to contract the proper agencies, and departments responsible for the accomplishment of these activities.
- Reviews progress reports, resolve problems and alters assignments as necessary within delegated authority.
- Alerts the Chief Engineer or other appropriate executive to critical situations and proposes solution; prepares periodic management reports, as required.
- Directs the review of project change orders; approves or recommends approval by the University as delegated.
- May sign and seal engineering drawings and may sign other official documents.
- May represent the Chief Engineer in high level conference and negotiations.
May incidentally perform duties described under Assignment Level III of University Engineer.

**Qualification Requirements**

1. A baccalaureate degree in Engineering from an accredited college and seven years of full-time experience in professional Engineering work of which five years must be progressive full-time experience in project management; and

2. A valid New York State Professional Engineering License; OR

3. Education and/or experience equivalent to "1" of the above.

   However, all candidates must possess a valid New York State Professional Engineering License.

**NOTE:** Graduate degree in management from an accredited college may be substituted up to for one of project management experience on the basis of 40-credits for one year- of experience.

**Direct Lines of Promotion**

FROM: University Engineer  
TO: None