THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title University Associate Chief Engineer

Title Code 04811 (Competitive)

FLSA Status Exempt

Date Issued April 30, 2001

General Duties and Responsibilities

This is a managerial class of positions with two assignment levels.

Under general direction of the Chief Engineer, Director, Office of Design Construction and Management or designee, with wide latitude for independent initiative and judgment, serves as the energy and safety specialist for the University. The position is responsible for developing policies and programs and implementing standards to promote and monitor energy efficiency and ensures a high level of environmental safety and health for all CUNY owned and/or occupied properties and occupants both on and off campuses. The University Associate Chief Engineer also assists the Chief Engineer and/or Director with the management, oversight and direction of project management services for all capital construction and renovation projects on behalf of the Colleges and Central Office. May assume the duties of the Chief Engineer in his/her absence.

General Work Tasks

- Serves as senior operational representative with governmental and regulatory agencies involved with environmental and life safety policy and enforcement.
- Conducts independent high-level analysis, negotiating solutions to energy and safety problems, originating projects, and interacting with NYC and NYS budget agencies, City office of Energy Services, utility companies, as well as State and Federal EPA, OSHA and other regulatory and licensing entities.
- Researches and proposes University wide policies and procedures on complex energy and safety issues.
- Develops an integrated, comprehensive program of occupational and environmental safety and provides for all education, training, awareness, control and enforcement activities as required.
- Provides policy guidance, direction and assistance to campus safety officers.
- Organizes institutional safety committee and serve as permanent staff to this committee.
- Oversees utility tracking and management services developing procedures and reporting mechanisms to monitor energy use in CUNY’s complex physical plant.
- Coordinates college and technical staff in dealing with all aspects of fire, chemical radiation and related safety and waste disposal issues in accordance with EPA requirements, and specific job-related issues.
- Acts as a resource to schedule and help provide staff education, training and
information at all levels as required for both general and specific job-related safety issues (e.g., fire safety, right-to-know, safe work practices, waste disposal) and energy conservation mandates.

− Implements formal monitoring mechanisms including but not limited to compliance audits regarding all applicable laws, job safety assessments, accidents investigation, management and follow up in consultation with responsible College staff, internal and external disaster drills, and applicable chemical, hazardous waste, and nuclear waste storage and disposal protocols.

− Assists the Chief Engineer with the day to day management of the technical services group providing comprehensive professional services for CUNY capital construction and renovation projects as needed.

− Conducts safety inspections as required for effective enforcement.

− Evaluates environmental and life safety characteristics of properties being considered for lease or acquisitions.

− Maintains current inventory of and familiarity with all applicable laws and regulations.

− Testifies in public hearing as required.

**Qualification Requirements**

1. A baccalaureate degree in engineering from an accredited college and eight years of full-time experience in professional civil, mechanical, or electrical engineering. One year of experience must have been managing a large capital project and one year of experience must be in environmental safety, industrial hygiene, risk management or a closely related engineering discipline.

2. A valid New York State Professional Engineer’s License. Current New York State registration as a Professional Engineer must be maintained for the duration of employment.

3. Demonstrated competence in managing complex engineering projects and professional staff.

4. The Associate Chief Engineer must obtain all necessary Federal, State and local certifications as required by the Director or designee to perform the position duties.

**NOTE:** A graduate level degree in an engineering discipline and/or relevant business, industrial or environmental health and safety area may be substituted for one year of the professional experience.

**Direct Lines of Promotion**

FROM: Assistant Chief Engineer (04830) TO: To be Determined