

# CITY OF ONEIDA

## Municipal Civil Service Commission

Jessica Kaiser, Executive Secretary  
jkaiser@oneidacityny.gov



Wendy Matters, Chairperson  
Bruce Ironside, Commissioner  
James Chamberlain, Commissioner

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### **NOTICE OF OPEN POSITION**

#### **City Engineer**

The City of Oneida seeks a candidate for the full-time position of City Engineer. This position is a non-tested position in the Non-Competitive class paid at \$110,000.00-\$125,000.00 per year.

#### **DISTINGUISHING FEATURES OF THE CLASS:**

This is an important administrative and technical position involving responsibility for providing professional engineering leadership, oversight, and coordination for the City of Oneida's public infrastructure and capital improvement activities. The position emphasizes project delivery, interdepartmental coordination, regulatory compliance, and implementation of City policy as directed by the City Manager. In addition to good administrative ability, the position requires a thorough knowledge of civil engineering principles and practices. The City Engineer reports directly to the City Manager and operates under the City Manager's administrative direction. The City Engineer provides technical analysis, professional recommendations, and engineering expertise to the Common Council, Planning Commission, and other boards and commissions as requested or authorized by the City Manager. Provides engineering oversight and technical direction to the Department of Public Works, Water Department, Wastewater Treatment Plant, and Central Garage. Day-to-day operations remain the responsibility of each department's designated superintendent or supervisor.

#### **TYPICAL WORK ACTIVITIES:**

- Prepares requests for proposals to retain professional engineering or architectural consulting services;
- Administers consultant and construction contracts in coordination with the City Manager;
- Monitors consultant performance to ensure compliance with contract scope, timelines, and budget constraints;
- Prepares or approves, plans and specifications for street paving and grading, sanitary & storm sewer and water line extensions or replacement, park development, recreational facilities, and related public construction and repair projects to be undertaken by contract or force account labor & equipment;
- Prepares Requests for Proposals to retain professional engineering or architectural consulting services; Administers contracts for completion of public work projects;
- Administers the City's Flood Damage Prevention Ordinance;
- Administers the City's mosquito control program;
- Administers all aspects of Federal or State grants or loans awarded for public work projects;
- Reviews and comments on proposed ordinances and resolutions which relate to public work activities within the City;

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- Prepares and submits recommended public works operations & maintenance and capital improvement budget materials for review by the City Manager;
  - Administers approved budgets in coordination with the City Manager and Comptroller;
  - Provides engineering oversight for the maintenance, repair, and upgrade of the City's infrastructure including water distribution systems, street, sanitary and stormwater collection systems, dams, treatment plants, and municipal buildings;
  - Serves as the engineering advisor to the Planning Commission when considering applications for subdivision or site plan approval;
  - Provides technical input consistent with adopted City policies and plans and at the direction of the City Manager;
  - Provides regular written and verbal status reports to the City Manager on active capital projects to include scheduling, budget, risks, and regulatory issues;
  - Coordinates with regulatory agencies and funding partners to ensure timely permitting, compliance, and reimbursement;
  - Ensures timely responsiveness to request and directives issued by the City Manager;
  - Supports City Manager initiatives related to long-term capital planning, infrastructure investment, and interdepartmental coordination.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

- Demonstrated ability to manage complex, multi-million-dollar capital projects from concept through completion;
- Thorough knowledge of the principles and practices of civil engineering;
- Thorough knowledge of procedures involved in the initiation, planning and development of engineering projects; working knowledge of NYS Environmental Quality Review regulations and procedures;
- Working knowledge of National Flood Insurance Program Floodplain management requirements;
- Working knowledge of storm water management concepts;
- Working knowledge of Minority and Women's Business Enterprises Program requirements applicable to public work contracts;
- Ability to coordinate complex phases of an engineering program;
- Ability "to layout and supervise the working details of engineering projects;
- Initiative and resourcefulness in developing engineering projects;
- Initiative and resourcefulness in solving engineering and administrative problems;
- Good professional judgment;

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- Ability to communicate effectively and concisely both orally and via written reports, documents, and correspondence;
  - Ability to communicate clearly and professionally with elected officials, department heads, consultants, and the public;
  - Ability to comprehend and apply NYS codes, rules and regulations governing the acquisition of permits to apply larvicides, pesticides and herbicides, and the completion & filing of associated usage reports;
  - Ability to prioritize multiple projects, meet deadlines, and maintain accountability for deliverables;
  - Physical condition commensurate with the demands of the position.

### **ADMINISTRATIVE ACCOUNTABILITY:**

The City Engineer is expected to maintain a high standard of professional responsiveness, accountability, and follow-through. Performance will be evaluated based on project delivery, communication, coordination with City Departments, and adherence to the administrative direction issued by the City Manager.

### **MINIMUM QUALIFICATIONS:**

Graduate of a fully accredited institution of higher learning with a Bachelors Degree in Civil Engineering; **AND** shall have a minimum of five years experience in performing progressively responsible civil engineering work of which at least two years experience shall be while serving in a civil engineering management leadership position.

### **SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

Eligibility for a license to practice as a Professional Engineer in NYS. Possession at time of appointment.

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### **The City of Oneida is an Equal Opportunity / Affirmative Action Employer**

It is the policy of the City of Oneida to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation, or belief.

Should you be interested, applications and additional information are available in the Civil Service Office, City Hall (2<sup>nd</sup> Floor), 109 N. Main Street, Oneida, NY 13421, or downloaded at our website: [oneidacityny.gov](http://oneidacityny.gov)

Submitted by: **Jessica Kaiser,**  
**Executive Secretary to the Commission**

Posted: 01/23/2026