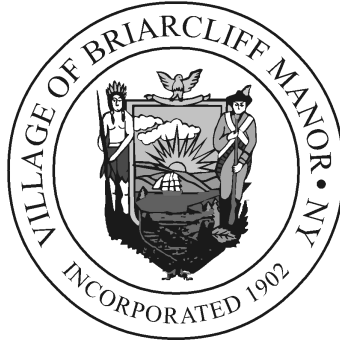


VILLAGE OF BRIARCLIFF MANOR  
1111 PLEASANTVILLE ROAD  
BRIARCLIFF MANOR, N.Y. 10510



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March 25, 2024

### **Job Posting – Village Engineer**

The Village seeking a dedicated Village Engineer to its workforce. The Village is canvassing the list but expects due to its length the appointment *may* be made on a provisional basis. Questions regarding the civil service nature of the position may be submitted to [villagemanager@briarcliffmanor.gov](mailto:villagemanager@briarcliffmanor.gov) or by calling 914-944-2782 and speaking with the Village Clerk or Village Manager.

While a single individual acting as Village Engineer is new to the Village of Briarcliff Manor, we have functioned with a Professional Engineer (licensed) on staff for the last 30 years.

The Village has openings for both Superintendent and Village Engineer; depending on the candidate pool and mix of experience, both positions may be filled, or only one may be filled with associated support person(s) hired to support the higher title.

### **About Briarcliff Manor**

The Village of Briarcliff Manor, New York is nestled along the historic and scenic Hudson River. With 5 3/4 square miles of land, the Village offers a rustic residential environment within easy commuting distance to Manhattan and all that New York City has to offer including a metro-north train station at Scarborough Train Station.

The Village's population was 7,569 according to the 2020 U.S. Census. Briarcliff Manor is situated within the Town of Ossining and the Town of Mount Pleasant, with over 91% of the residents in the Town of Ossining. Two public schools districts, Briarcliff Manor and Ossining, serve the Village. Both districts have been recognized for their excellence.

All homes are served by the Village's public water supply which has been subject to multi-million dollar investments over the last 15 years. Approximately 80-90% of the Village has public sewer, while the remainder are on septic.

### **About the Department**

There is one full-time office assistant dedicated to Building & Engineering, and an additional office assistant that has their time split between Engineering and the Department of Public Works. There is a full-time Code Enforcement Officer in this Department. Currently the Village

Clerk assists the department on administrative items for the Planning and Zoning Boards, however this may change in the future. Additionally, depending on the mix of hires between Public Works and the Engineering office, there may be an option to hire additional support personnel for the next Engineer. The Village Engineer historically has, with the assistance of Village Planning Consulting Buckhurst Fish & Jacquemart (BFJ), shepard the land use process. As of late, DTS Provident has provided the Village with Planning Engineer Consulting Services. This may continue after the hire of this personnel, at least in some capacity. The Village utilizes other outside consultants as well with regard to land use matters.

The primary mission of the Village Engineer is to provide a variety of engineering services designed to manage capital projects and protect the public health, safety and welfare of the community. The Village Engineer is dedicated to the provision of quality technical services in support of the general Village operations, as well as the responsible development of new infrastructure.

Budgeted revenues for the Department were \$664,038 and budgeted expenses were \$628,960 (approximately 16% of which were in the Water Fund) for FY 2022-2023. The Village uses Muncity 5 for its parcel/building permit tracking.

### **About the Position**

This is a high-level, highly visible, Department Head position and is a competitive class (test required) under the provisions of Civil Service. This position reports directly to the Village Manager. In addition to the civil service [standard set of duties](#), here is what you should know about the focus of the role in Briarcliff.

The Village Engineer works closely with the Village Manager's Office and Department of Public Works to assess the Village's infrastructure, and determine proactive and corrective actions necessary. The selected engineer will act as primary lead for on-going and future Capital Projects in the Village, performing general construction management for projects already in progress, working with outside engineers to prepare engineering plans, specifications, bids, cost estimates, etc. The selected candidate will be responsible for preparing the same for projects to be completed "in-house" by DPW personnel. It is expected that the Village Engineer may from time to time manage these in-house projects, however some responsibilities are shared with the Superintendent of Public Works in this regard depending on the mix of responsibilities.

There are currently several exciting Capital Projects in progress or planning stages in which the Village Engineer will act as project lead, or provide major project support, including but not limited to: Downtown Mobility Project (Streetscape approx. \$4.5M project, 3.05m grant funded), conversion of recently purchased private property into a municipal use (1050 Pleasantville Road), several larger scale drainage projects, decommissioning of a water pump station into a trail head comfort station, and more. Candidates are encouraged to review our most recently adopted [Capital Budget](#) online on the Treasurer page (under Village Budgets). There are numerous projects varying in both size/scope, budgeted dollars, and more. There are also several ongoing private commercial development projects which the Village Engineer plays a land use role.

While the Superintendent of Public Works has primary operating responsibility for the water system, it is anticipated the Village Engineer will learn the system and become familiar with the needs and operation over time. The Village Engineer will also be tasked with coordinating the Tri-Village Community water supply operations and improvements along with the Superintendent of Public Works. Therefore, experience with public and/or private water systems is a plus, but is not required at the time of selection. Experience with sewer systems is also a plus, but not required. General working knowledge of both is preferred. Knowledge of GIS is also a plus.

Finally, the Village Engineer will interpret and enforce the Village Zoning Code, stormwater laws (Chapter 184), and refer violations of the same to Court or the Planning process. This candidate may be expected to attend Planning Board meetings (10-12 per year, evenings), Zoning Board meetings (six per year, evenings) and Board of Trustee meetings (twice per month, evenings). The Building Inspector covers Architecture Review meetings (as necessary, usually 4 times per year) – more will be discussed during the interview process. Lastly, the Village Engineer from time to time will conduct in house engineering studies at the request of the Village Manager or Village Board of Trustees.

Top candidates will be forward thinking, with exceptional leadership, communication and presentation skills and a passion for providing a high level of service. Additionally, the most suitable candidates will have a successful track record of completing projects on time, within budget, and managing multiple projects and priorities at once with a variety of stakeholders. Municipal capital planning and capital project management is required for this hire.

### **Minimum Requirements, Benefits and How to Apply**

Licensed Professional Engineer required. Minimum two years civil engineering experience required, one year of which must have been in a supervisory capacity.

Applications will be accepted until the position is filled.

Annual salary range offered, DOQE, is \$140,000 - \$210,000. Benefits include: Health Insurance, Dental, Optical, standard NYS Pension, employee election Deferred Compensation Plan, and four weeks' vacation + personal time. Typical work hours are 8:30 AM – 4:30 PM, Monday-Friday, with 14 paid holidays.

Interested candidates should submit a letter of introduction and resume, via email preferred, attention:

Josh Ringel, Village Manager  
1111 Pleasantville Road  
Briarcliff Manor, NY 10510

Email to [villagemanager@briarcliffmanor.gov](mailto:villagemanager@briarcliffmanor.gov) (questions may also be submitted via this email)

The Village of Briarcliff Manor is an Equal Opportunity Employer and is fully committed to maintaining a workplace free of discrimination and harassment based on race, gender, religion, age, color, national origin, disability, sexual orientation, and other non-merit factors. All persons applying for employment and employed by the Village shall be afforded equal employment opportunity in initial employment and consideration for advancement.