

SCOPE OF SERVICES:

- Prepare and complete all necessary reports and submittals with respect to the NYSDEC MS4 program.
- Act as liaison to State and Federal entities (NYSDEC, ECWA, Erie County Sewer, NYSDOT, USEPA, etc.) and provide coordination with respect to improvements within the Village.
- Review existing Village details and specifications on an as needed basis and provide recommendations for improvements.
- Review and coordinate with the Village Code Enforcement Officer proposed improvements associated with new construction or construction which may affect or alter infrastructure (drainage, roadways) within the Village limits.
- Prepare contract specifications and assist Department of Public Works for projects related to improvements which may be bid within the Village related to general maintenance including sidewalk improvements, miscellaneous road work and repairs, drainage structure replacement, emergency repair contracts associated with water system repairs, etc.
- When necessary, attendance at monthly meetings to provide an update to Village Board of Trustees of any ongoing items.
- Review and update mapping of various Village utilities upon completion of improvements.
- Provide guidance to Village Board and Public Works Department regarding any potential future capital improvements.
- Assist in the procurement of available grant funding that may be used for improvement within the Village.
- Assist Village Building Department personnel as necessary.
- Coordinate with Village of Orchard Park personnel with respect to any potential infrastructure improvements.
- Coordinate with the Village DPW and Village Board and prepare a plan, including costs associated with improvements and upgrades to the existing water system, drainage of roads.