

ASSISTANT ENGINEER (ENVIRONMENTAL FACILITIES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class perform engineering work across multiple areas of specialization by reviewing preliminary and final engineering designs and plans for structural, electrical, mechanical, environmental and chemical issues as they impact the Department of Environmental Facilities. The incumbent is responsible for ensuring that project specifications meet any applicable state, local or federal permit and regulatory requirements. This is the full-performance level of the Engineering series in which incumbents are expected to use independent judgment in performing work on projects of considerable size or on several smaller projects; including site visits and field inspections. Other duties involve coordinating activities with other divisions within the department as well as with other County departments involved in projects for the department. Responsibilities include preparing and implementing project timelines; preparing reports and keeping detailed records relating to work progression; collaborating with municipal agencies as needed, dealing with contract personnel to ensure project objectives are met and ensuring that projects and their various components meet appropriate regulatory requirements. While supervision is not a responsibility of this class, incumbents may provide guidance to lower-level engineer and support staff as required. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in the planning and implementation of departmental projects across a broad spectrum of engineering specialties, working in coordination with other County engineers and contractors;

Assists in the preparation of construction projects and budgets by preparing plans, cost estimates and specifications for departmental engineering projects;

Assists in the design and cost estimate of projects to ensure compliance with regulatory requirements associated with water collection and distribution along with solid waste management;

Researches and gathers data required for the preparation of cost estimates;

Writes specifications for construction projects, and ensures project requirements such as permits are obtained;

Reviews plans prepared by outside contractors to ensure that plans meet mutually agreed upon specifications;

Supervises and inspects construction projects to ensure work meets trade standards and contract terms, if applicable;

Prepares progress reports and estimates for payments to contractors to ensure departmental administration is made aware of issues as they arise;

Ensures the on-going implementation of the EnvMS system in assigned facilities to monitor and manage plant operations and performance;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Assists in preparing for and responding to audit report items as identified by third party consultants engaged in reviewing and critiquing facility operations and systems optimization, for the purpose of continued operational improvement;

Ensures that operational management systems and documentation reflects the current working environment for assigned facilities as well as any changes to regulations and rules;

Advises management and other appropriate personnel of updates to regulations, and makes recommendations on changes to plans and procedures to ensure continued compliance;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of engineering across multiple disciplines; good knowledge of the practices of specification writing; good knowledge of construction estimating, including the analysis of structures and infrastructure; good knowledge of computer assisted design (CAD); good knowledge of regulatory requirements regarding construction projects relating to water collection/distribution and waste management; skill in making complex engineering computations; ability to get along well with others and to deal effectively with contractors; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, email and database software; accuracy; reliability; resourcefulness; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING & EXPERIENCE: Either (a) a Bachelor's Degree* in Engineering and three years of professional experience involving environmental management projects relating to water collection and distribution, or solid waste management, or (b) a Master's Degree in Engineering and two years of experience as described in (a); or (c) current NYS registration and licensure as a professional engineer.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintain same while in the title.

*SPECIAL NOTE: Education beyond the secondary must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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Job Class Code: C0109
Job Group: XII