

## ASSOCIATE ENGINEER (CIVIL)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class directs the preparation of designs and specifications necessary for preparing plans and estimates for engineering projects for the County and provides technical support and supervision for field and design staff. Incumbents exercise considerable independent judgment in directing projects by resolving engineering problems and methods used to address these issues with minimal direction. The incumbent may specialize in a discipline of civil engineering such as the geometrics of highway design, roadway design, structures, stream control, site work, etc., or may serve as a generalist. The Associate Engineer is a unit leader in an engineering specialty and is responsible for first line supervision of a unit, and/or is responsible for division-wide functions. Supervision is exercised over a number of professional, para-professional engineering and technical employees. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Directs and participates in the preparation of designs, budget estimates and specifications for engineering projects such as roads, bridges, buildings, and other structures; directs and participates in site surveys of projects both in the planning phase and in progress;

Supervises and participates in the evaluation, preparation, planning and estimating of engineering projects, to ensure that they meet objectives and adhere to specified standards;

Recommends approval of land acquisitions, contractors, sub-contractors, and vendors;

Prepares and monitors program scheduling to meet completion commitments and deadlines within the construction season;

Investigates complaints, makes recommendations and may authorize corrective measures including notification of the parties involved;

Evaluates and approves or recommends approval of specifications and estimates for contracts and contract payments in accordance with evaluations;

Confers with supervisors concerning project progress and recommends changes and modifications in design, specification, estimates, etc., based on field conditions to solve problems in a timely manner;

Performs hydrologic and hydraulic investigations and studies to prepare designs for storm water management and erosion control;

Reviews and evaluates applications for permits to perform work on and/or adjacent to County facilities, making recommendations for approval or approving the permit;

Reviews monthly and annual report on activities;

Seals and signs plans, working drawings and specifications as a licensed Professional Engineer as defined in Article 145 of the New York State Education Law;

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

Organizes and supervises the unit for the most effective use of staff by developing the abilities of the less experienced employees and by complying with established personnel policies and procedures.

Compiles historical documentation for Law Department needed for litigation cases filed with the County;

Uses AutoCAD in performing work assignments;

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

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of civil engineering practices and techniques with particular reference to the design, specifications and estimating costs including the relative cost of materials related to useful life; good knowledge of the legal principles and practices of contract preparation; good knowledge of computer assisted design, CAD; knowledge of the design and analysis of structures; skill in complex engineering computations; ability to lay out and supervise the work of professional and sub-professional engineers; 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 tasks of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; accuracy; reliability; resourcefulness; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* in Civil Engineering, Construction Engineering, Mechanical Engineering or a related field and four years of experience in civil engineering, one year of which must have involved supervision of subordinate engineering staff.

SPECIAL REQUIREMENT: Possession of a valid license and current registration to practice as a Professional Engineer in New York State.

\*SPECIAL NOTE: Education beyond the secondary level 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.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co.  
J. C.: Competitive  
EMRC 1

Job Class Code: C1274  
Job Group: XIV