

ASSISTANT CIVIL ENGINEER

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher level engineer, this position is responsible for performing professional engineering work involved with the design, planning, estimating and supervision of construction of highways and their related structures, sewers, storm drains, and water mains. An engineer at this level performs work on an independent basis but refers policy decisions or highly difficult engineering problems to the professional engineer supervising or directing the work of the incumbent. Supervision may be exercised over a lower level engineer and/or sub-professional technical and/or clerical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Prepares or assists in the preparation of designs for roads, culverts, storm sewers, retaining walls, structures, and/or other public works projects;

Prepares or assists in the preparation of plans, estimates and specifications for assigned projects;

Prepares written detailed specifications, including description of particular materials in order to satisfactorily and economically perform the function desired;

Supervises construction and inspects construction materials to ensure that work is performed correctly and projects conform to plans and specifications;

Interprets design and specifications for contractors;

Computes and prepares partial and final estimates of payments to contractors;

Coordinates construction projects with other local, county and state government officials, consultants and the general public;

Confers with superior on various engineering and technical problems;

Prepares reports related to work assignments, including progress and inspection reports;

Uses geographical information system (GIS) to view and print data for parcels that are being considered for development and makes adjustments in GIS data layers when upgrades are completed;

Reviews permit applications and prepares communications addressing incomplete application paperwork;

Maintains records related to projects including site plans and permits issued for land disturbance, construction in wetlands, tree removal, etc.;

Uses computer applications or other automated systems such as computer assisted design programs (CAD), spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of civil engineering principles and practices with particular reference to route surveying and design, use of curves and earthworks, and mass diagramming; good knowledge of the practice of specification writing; good knowledge of construction estimating, including relative cost of materials and their useful life; good knowledge of materials selection for roadway surfaces and the treatment of existing surfaces; good knowledge of computer assisted design (CAD) programs; skill in the design of roadways, sewers, storm drains, water mains and related structures; skill in making engineering computations; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as computer assisted design programs, spreadsheets, word processing, e-mail and database software; ability to get along well with others; tact in dealing with public officials, consultants, contractors, the general public and subordinate staff members; accuracy; reliability; resourcefulness; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree* in Civil Engineering, Construction Engineering or closely related field, and two (2) years of field and office experience in civil engineering which must have involved design, construction or planning of highways, sanitary sewers, storm drains, water mains or other public works projects; or (b) a Bachelor's Degree* in Civil Engineering Technology, Construction Engineering Technology or closely related field and three (3) years of the work experience as described in (a) above.

SUBSTITUTION: A Master's Degree* in Civil Engineering, Construction Engineering or closely related field may be substituted for one (1) year of the work experience described in (a) above.

SPECIAL REQUIREMENT: At time of appointment, possession of a valid license to operate a motor vehicle in New York State. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

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

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

Towns, Villages,
Cities of Rye & Peekskill
J.C.: Competitive
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Job Class Code: 0381