

ASSISTANT CIVIL ENGINEER

Department: Varies
Classification: Competitive
Specification Number: 4840
Approved: 8/11/23
Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Either:

- a) Graduation from a college with federally-authorized accreditation or registration by New York State with a Bachelor's Degree in Engineering, Architecture, Construction Management, Environmental Science or a related field, and two (2) years of relevant experience in civil engineering, wastewater/sanitation projects, construction management or related work; or,
- b) Graduation from a standard senior high school or possession of a high school equivalency diploma, and six (6) years of relevant experience in civil engineering, wastewater/sanitation projects, construction management, or related work; or,
- c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

PROMOTIONAL

Two (2) years of permanent status as a Principal Engineering Aide.

NECESSARY SPECIAL REQUIREMENT

At the time of appointment, and while employed in this title, employees must possess a valid license to operate a motor vehicle in New York State.

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, an employee in this title performs assignments involved in civil engineering projects in connection with the design, construction, inspection and supervisor for the achievement of desired results. An individual in this title is expected to use initiative and judgment in completing assignments. Supervision may be exercised over technical assistants in their assigned duties. Work is reviewed in progress and upon conclusion. Does related work as required.

TYPICAL WORK ACTIVITIES

- Supervises technical assistants in their engineering work;
- Takes notes and makes sketches;
- Supervises the operation of a survey party requiring complex and difficult survey techniques;
- Establishes grade lines to meet the requirements of drainage and topography;
- Inspects work for compliance with regulations under which a permit is issued for pavement of sidewalks and driveways, and the installation and repair of water mains, sewers, and gas mains;
- Acts as an inspector on all phases of work for compliance with approved plans, procedures and specifications on construction projects;
- Reviews permit applications for the connection and use of Town sewers;
- Makes a variety of preliminary estimates for engineering projects;
- Assists in the evaluation and field testing of sewage treatment systems.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Comprehensive knowledge of the principles and practices of civil engineering; comprehensive knowledge of construction specifications and of their application to public works projects; thorough knowledge of the principles, practices and instruments used in engineering drafting; thorough knowledge of mathematics including trigonometry and its application to field surveying and engineering computation; skill in the use of engineering instruments and equipment; ability to make difficult and technical engineering drawings; ability to read and interpret construction plans and to gain compliance with specifications in a tactful and impartial manner; ability to supervise personnel in a manner conducive to full performance and high morale; ability to establish and maintain effective working relationships with contractors and the general public; physical condition commensurate with the demands of the position.