



# Town of **Mamaroneck** New York

## **Junior Civil Engineer**

The Town of Mamaroneck is seeking to fill the position of Junior Civil Engineer in the Engineering Department. Under the direction of the Town Engineer, the incumbent will perform the general duties indicated below, as well as related work assignments.

In accordance with Civil Service regulations, the appointment is provisional. Therefore, the selected candidate, while employed, must take and pass the applicable test for the position and place in the top three on the Civil Service list in order to be appointed to that title on a probationary basis. After successfully completing the probation period, the incumbent's Civil Service status will change to permanent.

### **Description of Work:**

- Measures and obtains design data for projects and computes and verifies cost estimates.
- Oversees and inspects construction and maintenance work on Town owned buildings, roadways and infrastructure, which includes utilities, equipment and controls.
- Writes progress reports and keeps accurate daily records of work performed, hours worked and transactions relating to construction projects.
- Prepares design documents including drawings in AutoCAD format, details and specifications for use in procurement of bids and work proposals.
- Reviews written specifications, contract drawings and shop drawings in order to evaluate work being performed.
- Audits and approves paperwork necessary for contractor payments. Validates installed material quantities and records additional work items not in the contract.
- Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.
- Performs Town permit related field inspections, including documentation of observations and transcription of findings that are uploaded to the permit records.
- Reviews and prepares comments on Planning Board applications, Town Surface Water & Erosion Control and Street Opening Permit applications, under the supervision of Town Engineer, for compliance with code requirements, standard details and acceptable engineering practices.
- Attends project planning/design development meetings and prepares meeting minutes for construction progress.
- Recommends to Town Engineer the need for additional work and project modifications based on input from contractors.

- Performs field inspections to evaluate the workmanship and quality of materials used on construction projects to assure conformance to contract specifications and standard engineering applications.
- Prepares written correspondence for the Town Engineer's approval pertaining to inspection findings of non-compliant/unacceptable work.
- Investigates and responds to resident/staff inquiries and complaints including coordination with other involved Town personnel when necessary.
- Operates a vehicle while conducting business assignments.

**Required Knowledge, Skills and Abilities:** Knowledge of surveying, principles of highway engineering, utility design and construction, stormwater management, erosion and sediment control and general soil mechanics. Thorough knowledge of the methods and equipment used in construction. Candidates with specific experience using AutoCAD, Civil3D and HydroCAD software applications are preferred. Familiarity with the design and analysis of structures, skill in topographical mapping and land grading and ability to use computer applications such as spreadsheets, word processing, e-mail and permit database software. Ability to prepare and interpret specifications and contract estimates. Ability to perform mathematical computations applied to engineering problems.

**Minimum Acceptable Training and Experience:** Bachelor's degree with specialization in Civil Engineering, Civil Technology or a related field. Minimum of one (1) year field experience. Possess a valid driver's license. Candidates having passed the Part A – Fundamentals of Engineering Exam toward the NYS Professional Engineer Licensure are preferred.

**Compensation:** Salary range - \$65,372/yr. - \$78,437/yr. & competitive benefits package.

Interested candidates should forward their resume, along with a cover letter, via mail or e-mail to:

Connie Green O'Donnell  
 Assistant Town Administrator  
 Town of Mamaroneck  
 740 West Boston Post Road  
 Mamaroneck, NY 10543  
[cgreenodonnell@townofmamaroneckny.org](mailto:cgreenodonnell@townofmamaroneckny.org)

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**&**  
**Prohibits Discrimination & Harassment**