

ASSISTANT ENGINEER (CIVIL)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class perform engineering work by preparing preliminary and final engineering designs and plans. This is the full-performance level of the Engineering series where incumbents are expected to use independent judgment in performing work on projects of considerable size or on several smaller projects. Other duties involve coordinating activities with other sections of the department as necessary; preparing and implementing project timelines; preparing reports and keeping detailed records relating to work completed; 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 each level in the engineering series participates in producing details, plans, specifications, etc., this level differs from higher level Senior Engineer level in that incumbents in that title are responsible for a broader scope of work, directing and reviewing the work of lower-level engineering staff, and the requirement to possess a Professional Engineer's license. While supervision is not a responsibility of this class, incumbents provide guidance to lower-level engineer and support staff as required. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

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

Assists in the design and cost estimate of small buildings, retaining walls, major alterations, etc.;

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;

Supervises the work of survey parties;

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

Reviews the work of a number of engineering technicians and support staff;

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 civil engineering; good knowledge of the practices of specification writing; good knowledge of construction estimating, including the analysis of structures; good knowledge of computer assisted design (CAD); good knowledge of regulatory requirements regarding construction projects; skill in making complex engineering computations; ability to lay out and oversee the work of lower level engineers and technical staff; 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: A Bachelor's Degree* in Civil Engineering or closely related field and three years of experience in civil engineering, one year of which the primary function of the position was in the design of construction projects.

SUBSTITUTIONS: (1.) Successful completion of a Master's Degree* in Civil Engineering or closely related field may be substituted for one year of general experience. (2.) Possession of a license to practice as a Professional Engineer in New York State may be substituted for all required experience.

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.

DEFINITION: Civil Engineering is defined as the design, construction, and maintenance of the physical and natural built environments including roads, bridges, dams, wet lands and other utility structures.

*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.