

## ASSOCIATE ENGINEER (CONSTRUCTION)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position located in either the Department of Public Works and Transportation or the Department of Environmental Facilities, directs and/or participates in construction projects undertaken by the County. Work requires independent decision making on engineering methods and problems, and in directing work on assigned projects. Incumbents assist in coordinating the activities of Public Works and Transportation with stakeholder departments and consultants, or serve as the project leader in the Department of Environmental Facilities in planning, coordinating and implementing projects with the County or consultant engineering and construction staff, municipal officials, civic groups etc. The Associate Engineer is a unit leader with subject matter expertise in an engineering specialty and is responsible for first line supervision of a unit comprised of professional and technical personnel; and/or is responsible for division-wide functions that are complex in nature and scope. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Directs the supervision of engineering construction projects undertaken by the County;

Supervises field survey preparatory to construction of projects;

Supervises and inspects construction by contractors to insure conformance to specifications and reviews all estimates prepared by the resident engineers;

Supervises and reviews the work of professional and sub-professionals inspecting and reviewing work in connection with construction to ensure that construction conforms with design and specifications;

Confers with supervisors to advise them of project progress;

Coordinates construction projects with other County departments, local government officials, consultants and general public;

Reviews the computation and estimates for payment;

Makes design changes in field when consultation with superiors is not feasible;

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;

Organizes and administers 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;

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 principles and practices with particular reference to construction, and field surveys; good knowledge of administrative techniques and practices and of relationships between contractors, public agencies and the general public; good knowledge of computer assisted design, CAD; ability to plan, lay out and direct the work of others effectively and to work cooperatively with related agencies, firms and personnel; ability to think analytically; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; tact in dealing with public officials, consultants, contractors, the general public and subordinate staff members; 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 construction engineering, one year of which must have included supervision of subordinate engineering staff.

SPECIAL REQUIREMENTS:

1. Possession of a current license to practice as a Professional Engineer in New York State.
2. 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.

\*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.