

PRINCIPAL ENGINEERING TECHNICIAN (CIVIL)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class performs non-professional engineering work, related to planning, designing, construction, maintenance and inspection of Westchester County projects. An incumbent reviews proposals, plans, etc. to ensure compliance with engineering principles, County standards and contract specifications. An incumbent may be assigned to a specific area of Civil Engineering such as streams or structures or be a generalist. This level differs from that of the Construction Coordinator in the extent of fieldwork, complexity, size of projects and amount of public contact. Generally, this position differs from the Principal Engineering Technician (Construction) in that the latter position spends a more significant amount of time in the field inspecting construction, renovation and repair projects. Oversight may be exercised over a number of technical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Prepares engineering plans and specifications using computer assisted design (CAD) and reviews contracts for a variety of civil engineering projects, including mechanical and electrical systems, etc., to ensure that plans meet standards and needs;

Inspect project area to determine scope, prepare sketch and budget estimate, and instruct survey crew of job requirements, area limits and special needs;

Plans and coordinates various phases of assigned projects, making appropriate adjustments to ensure that projects remain on schedule;

Inspects projects to ensure that material and workmanship adhere to contract specifications and plans, noting discrepancies and informing appropriate party;

Recommends adjustments to plans based on field conditions and recommends approval or disapproval of extra work and field changes;

Inspects projects, consults with contractors and recommends payments based on proportion of work completed, materials used, etc;

Coordinates training on new equipment;

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 SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of civil engineering technology; good knowledge of the practice of specification writing; good knowledge of construction estimating; good knowledge of surveying practice and theory; good knowledge of computer assisted design (CAD); ability to get along well with others; ability to follow complex oral and/or written instruction; 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, calendar, e-mail and database software; accuracy, reliability, resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either (a) completion of a two year course in civil or construction engineering or technology or related field at a recognized post high school, trade or technical school and four years of experience in which the primary function of the position was performing engineering support tasks for various types of engineering projects or operations which involved one or more of the following: project planning; design, inspection, and/or preparation of specifications; preparation of cost estimates; or reviewing plans for compliance with engineering standards; or (b) six years experience as described in (a).

*SPECIAL NOTE: Education beyond the secondary must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post secondary degree granting institution.

SUBSTITUTION: Satisfactory completion of 30 credits* in a related field (civil, construction or mechanical engineering or engineering technology, architecture, etc.) may be substituted on a year for year basis for up to four years of the above stated experience.