

PRINCIPAL ENGINEERING TECHNICIAN (CONSTRUCTION)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class performs non-professional engineering work related to the construction, reconstruction, repair and inspection of Westchester County projects, including buildings, roads, bridges, water and wastewater facilities, and utilities. An incumbent reviews plans and specifications and projects to ensure that materials, methods and results conform with engineering principles, County standards, contract specifications, etc. This position differs from the Principal Engineering Technician (Civil) in that this position spends a more significant amount of time in the field inspecting projects, while the Principal Engineering Technician (Civil) spends more time in the office in planning, design, specification writing and administration. This level differs from that of the higher level Construction Coordinator by the degree of fieldwork, complexity of assignments, size of projects and the amount of public contract. Oversight is exercised over a number of technical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Oversees the construction, reconstruction, and inspection of construction projects according to contracts issued by Westchester County for roads, bridges, buildings, water and wastewater facilities, and utilities;

Coordinates the work of contractors, adjusting schedules as needed and coordinates construction activities with county and municipal officials;

Ensures adherence to specifications and standards by inspecting material and workmanship, noting discrepancies and notifying appropriate parties;

Recommends contract change orders, based on field conditions;

Reports on construction progress; maintains records of construction progress;

Interprets drawings and specifications to contractors;

Prepares or supervises the preparation of monthly and final estimates;

Participates in pre-construction conferences;

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 construction practice and theory as it applies to the construction/reconstruction of buildings, roads, bridges, water and wastewater facilities and utilities; good knowledge of the modern methods, techniques and equipment used in construction; good knowledge of construction estimating; ability to get along well with others and deal effectively with contractors; ability to follow complex oral and written instructions; ability to use computer

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES (con't):

applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; 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 engineering or construction technology 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 which involved one or more of the following: project planning; design, inspection, and/or preparation of specifications; preparation of cost estimates; or monitoring of various types of engineering projects or operations; or (b) six years of experience as stated in (a).

SUBSTITUTION: Satisfactory completion of 30 credits* in a related field (civil, construction or mechanical engineering, civil, construction or mechanical engineering technology, architecture, etc.) may be substituted on a year for year basis for up to 4 years of the above stated experience.

*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.

West. Co.
J. C.: Competitive
DRC3

Job Class Code: C0795
Job Group: XI