

## SENIOR ENGINEERING TECHNICIAN (CIVIL)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class performs non-professional engineering work related to the planning, design and construction of projects undertaken for Westchester County facilities. Responsibilities include developing designs and specifications for repairs, replacements and construction projects, conducting field measurements, surveys, and reviewing conditions. Incumbents participate in pre-design location and topographical surveys, hydrographic surveys and property line determinations. Supervision is not a function of this position although incumbents may function in the role of "lead worker". Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Investigates field conditions to determine scope of project and to make recommendations;

Provides accurate, precise surveys using approved survey practices for a variety of County projects;

Prepares and assists in the preparation of engineering plans, specifications and contracts for a variety of engineering projects;

Reviews contract documents and project progress to insure that projects remains on schedule;

Inspects projects to insure that material and workmanship adhere to contract specifications and plans;

Recommends design changes, based on field conditions, and implements changes with guidance from supervisors;

Prepares estimates of project and/or change order costs;

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: Good knowledge of civil engineering technology; good knowledge of surveying practice and theory; good knowledge of the practice of specification writing; good knowledge of construction estimating; knowledge of drafting techniques; ability to perform calculations; ability to get along well with others and deal effectively with contractors; ability to follow oral and written instructions 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, e-mail and database software; accuracy; reliability; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma and either (a) four years work experience where the primary function of the position was in civil engineering technology or a related field; or (b) completion of a two year course\* in engineering or construction at a recognized post high school, trade or technical school and two years of experience as stated in (a).

SUBSTITUTION: Satisfactory completion of 30 credits\* in civil engineering technology or a related field may be substituted on a year for year basis for up to three years of the required experience.

\*SPECIAL NOTE: Education beyond the secondary level 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.