

ASSISTANT CIVIL ENGINEER

GENERAL STATEMENT OF DUTIES: Performs professional engineering work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher level engineer, this position involves responsibility for performing work concerned with the design, planning, estimating and supervision of construction of highways and their related structures, sewers, storm drains, water mains. An engineer at this level is responsible for various projects on an independent basis. Only policy decision or highly difficult engineering problems are referred to the Town or Village or other professional Engineer directing the work of such an employee. An incumbent in this position may supervise a lower level engineer and/or sub-professional technical and/or clerical employees.

EXAMPLES OF WORK: (Illustrative Only)

Prepares or assists in the preparation of designs for roads, culverts, storm sewers, retaining walls, structures, and/or other public works projects;

Prepares or assists in the preparation of plans, estimates and specifications for projects assigned, describes location and specifies particular materials in order to satisfactorily and economically perform the function desired;

Writes material for detailed specifications;

Supervises the inspection of construction to see that work conforms with plans and specifications, and interprets design and specifications for contractors;

Computes and prepares estimates of payments to contractors, both partial and final, and prepares progress reports;

Confers with superior on various engineering and technical problems;

May use various computer applications including computer assisted design programs in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of civil engineering including route surveying and designing, use of curves and earthworks, and mass diagramming; good knowledge of materials selection for roadway surfaces and the treatment of existing surfaces; good knowledge of the practices of specification writing; good knowledge of construction estimation, including relative cost of materials and their useful life; skill in the design of roadways and related structures and/or in the design of sewer, storm drains, and water mains; skill in figuring engineering computations; ability to effectively use various computer applications including computer assisted design programs; ability to get along well with others and to deal effectively with contractors; accuracy; reliability; resourcefulness; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) A Bachelor's Degree in Civil Engineering, Construction Engineering or closely related field, and two (2) years of field and office experience in civil engineering which must have involved construction of highways, sanitary sewers, storm drains, water mains or other public works projects; or (b) A Bachelor's Degree in Civil Engineering Technology, Construction Engineering Technology or closely related field and three (3) years of the specialized work experience as described in (a) above, or (c) A Master's Degree in Civil Engineering, Construction Engineering or closely related field, and one (1) year of the specialized experience as described in (a) above, or (d) a satisfactory equivalent combination of the foregoing training and experience.

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