

ASSISTANT CIVIL ENGINEER
WESTCHESTER JOINT WATER WORKS

GENERAL STATEMENT OF DUTIES: Under general supervision of a higher level engineer, performs professional engineering work related to the technical and operational aspects of a water utility; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision does engineering work related to water works planning, design, construction and operations, including efficiency and economic studies. An engineer at this level is responsible for various projects on an independent basis. Has direct regular supervision over one or more technical employees, and on special projects, over other non-technical employees as demanded by the project. May be utilized to substitute for operating department supervisors in their absence.

EXAMPLES OF WORK: (Illustrative Only)

Plans for future requirements of water works;

Prepares annual list of capital budget items;

Prepares specifications for materials, construction and maintenance projects;

Designs system improvements, including main extensions for developers, and supervises the preparation of plans;

Issues, receives and analyses all bids for purchase of material and equipment;

Supervises the maintenance of all distribution system records, including maps and plans;

Supervises inspection of routine construction projects such as main extensions and directly inspects major construction and maintenance projects;

Supervises technical personnel, including draftsmen, engineering aides and water maintenance men who are detailed to inspection work as required;

Reviews contractors' claims for payment;

Conducts or supervises special field studies, including leak surveys, cross-connection programs, fire flow tests, coefficient tests, pump efficiency tests, large meter tests, and hydraulic studies;

Conducts efficiency studies of operating departments' procedures and policies and recommends changes where indicated.

Makes economic comparisons and studies;

Prepares written reports on work assignments, including progress reports;

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EXAMPLES OF WORK: (Illustrative Only)

Confers with manager on various engineering and technical problems;

Reports directly to general superintendent;

May substitute for other supervisory personnel during vacations or other periods of absence as required;

On call to respond to emergencies such as fires, main breaks, power failures.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles of civil or sanitary engineering, including hydraulics; understanding of the principles of engineering design as they relate to water supply and distribution systems; thorough knowledge of the practices of specification writing; good knowledge of cost estimating; good knowledge of construction procedures and techniques; good knowledge of legal principles and practice of contract preparation; thorough knowledge of drafting procedures; ability to lay out and supervise the work of subordinates; ability to assemble field data, analyze and interpret it, and make recommendations based upon it; ability to write engineering reports and letters in clear, grammatically correct language; thorough understanding of engineering economics; familiarity with accounting and budgeting procedures; accuracy, reliability, sound professional judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree in Civil, Environmental or Sanitary Engineering and either (a) three (3) years of experience in one of the fields of engineering specified above, at least one (1) year of which must have been either in water supply systems design, supervision of construction projects, or as an engineer for a water utility; or (b) a Master's Degree in Civil, Environmental, Industrial or Sanitary Engineering and two (2) years of one of the fields of engineering specified above, including the specialized experience described in (a); or (c) seven years of experience in one of the fields of engineering specified above, including the specialized experience described in (a); or (d) a satisfactory equivalent combination of the foregoing training and experience.

Westchester Joint Water Works
J. C.: Competitive
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Job Class Code: 0383