

## **ASSISTANT CIVIL ENGINEER**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for assisting with engineering tasks of proposed engineering projects including the preparation of plans, specifications, and designs. The work also involves construction, maintenance, investigation and inspection of engineering projects. An incumbent in this position may be assigned to lead projects completed by contractors by providing direct oversight of engineering activities including surveys providing line and grade for street paving, sewer, and water extensions. The work is performed under the direct supervision of the Superintendent of Engineering Services with wide leeway allowed for independent judgment in making decisions on routine technical problems. Does related work as required

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### **TYPICAL WORK ACTIVITIES:**

Assists in the preparation of plans, specifications, and designs of proposed engineering projects;  
Conducts field investigations to construction sites to ensure compliance with the specifications and design plans and reports on problems presented;  
Assists in the preparation of cost estimates and time schedules of engineering projects;  
Leads the work activities of construction field survey units by organizing survey parties, and assigning tasks;  
Leads the work activities of field parties engaged in providing alignments and grades for engineering projects;  
Assists in the selection of equipment and checks manufacturer's equipment specifications and contractor's drawings;  
Prepares reports on the efficiency of new equipment;  
Makes searches for property line surveys.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Good knowledge of civil engineering principles and practices;  
Good knowledge of modern methods and techniques as applied to the construction and maintenance of public works projects;  
Good knowledge of construction and repair materials, methods, standards and costs;  
Ability to make engineering computations and use engineering tables;  
Ability to design routine engineering structures, plans and specifications;  
Ability to plan, assign and lead the work of others;  
Ability to read and interpret engineering plans, specifications, charts, and designs;  
Ability to use survey and GPS equipment;  
Ability to understand and carry out complex oral and written instructions;  
Ability to prepare and maintain technical records and reports;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (a) Graduation from an accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in civil engineering, engineering technology, architecture, or related field, and two (2) years of experience in civil engineering or architecture with experience in planning, design and construction of civil engineering projects; or
- (b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in engineering technology, engineering, science, mathematics or a related field, and four (4) years of experience in civil engineering or architecture with experience in planning, design and construction of civil engineering projects; or
- (c) Graduation from High School or possession of a high school equivalency diploma and six (6) years of experience in civil engineering or architecture with experience in planning, design and construction of civil engineering projects; or
- (d) An equivalent combination of training and experience as defined by the limits outlined in (a) and (b) and (c) above.

Revised CSC mtg 8/22/17