

Civil Division: Oneida County Government  
Jurisdictional Class: Competitive  
EEO Category: Professionals  
Revised: 10/09/07

### **ASSISTANT ENGINEER**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent of this position assists the Commissioner of Public Works in the performance of work involving research, planning, design, control and coordination of special technical public works projects. The work involves coordination and active interaction with various County departmental personnel, as well as, the State Conservation and Transportation Departments. Major technical and engineering policy decisions and problems are discussed with the Commissioner before taking action. The work is performed under general supervision of the Commissioner of Public Works, with leeway allowed for the exercise of independent judgment in carrying out details of the work. While an incumbent usually works alone, occasionally, supervision may be exercised over the work of various professional and non-professional employees in project activities. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Researches, prepares, reviews and revises plans, bid criteria, specifications, designs and reports for public works projects involving renovation, repair and new construction of County installations, including airport facilities, office buildings, libraries, jail, highways, bridges, energy recovery, sewage and drainage systems, hospital and nursing home facilities, park and forest preserves;
- Coordinates technical services and assists in final inspection of construction projects conducted by outside contractors involving municipal facilities;
- Reviews building alterations and construction for conformance with specifications;
- Confers with superiors and peers on a variety of engineering projects dealing with cost projection, workload, feasibility studies, etc.;
- Researches and prepares preliminary specifications for construction materials, equipment and supplies;
- Conducts studies and surveys to prepare reports for future and long-range public works improvement projects;
- Develops time schedules, materials and personnel requirements for various maintenance, repair, renovation and new construction projects;
- Conducts studies and provides technical assistance to various County departments in areas of research, evaluation, cost estimates, recommendations, development of plans and specifications for projects covering a wide range of technical areas, leading to repair, modifications and/or improvements to specialized equipment and facilities;
- Assists in inspection of highways, bridges, drainage structures, facilities, landfills, process and material handling equipment to determine areas requiring repair and recommends type of work necessary;
- Provides technical assistance and coordination for projects which are regulated by various Federal and State agencies such as Environmental Protection Agency and New York State Departments of Environmental Conservation and Transportation;
- Serves as project manager by coordinating projects that require multiple Public Works Division participation, such as Highways and Bridges, Engineering, and Buildings and Grounds;

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**TYPICAL WORK ACTIVITIES:** Continued

Provides technical and administrative assistance to towns in areas of evaluation and recommendations involving engineering principles associated with maintenance, repair and construction of highways, bridges, drainage, equipment and related facilities;

Prepares economic and cost analysis, feasibility studies, compliance reports, reliability analysis and other technical reports for various special projects, as assigned by the Commissioner of Public Works;

Represents the Commissioner at meetings and during various situations requiring coordination with Village, Town, County and State officials.

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

Comprehensive knowledge of the principles and practices of engineering and sources of engineering data; comprehensive knowledge of modern engineering methods and techniques as applied to highways, bridges, buildings, airport facilities, drainage systems and related public works projects; skill in coordinating and applying technical research in preparing reports of studies; ability to organize, plan and lay-out working details of engineering projects for professional and technical subordinates; ability to prepare technical reports; initiative and resourcefulness in solution of complex technical problems.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Possession of a Master's Degree in civil or environmental engineering from a regionally accredited or New York State registered graduate school of engineering **AND** four (4) years of experience involving civil or environmental engineering; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in civil or environmental engineering **AND** five (5) years of experience as described in (A) above; **OR**
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in engineering **AND** seven (7) years of experience as described in (A) above.

Adopted: 11/05/87  
Revised: 02/08/95, 03/27/95, 10/09/07