

Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: 10/31/2023

ASSISTANT ENGINEER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this position assists in 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, State and Federal Agencies. Major technical and engineering policy decisions and problems are discussed with a Deputy Commissioner or the Commissioner before taking action. The work is performed under general supervision of a Deputy Commissioner, with leeway allowed for the exercise of independent judgment in carrying out details of the work. While an incumbent usually works independently, 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, correctional facilities, highways, bridges, drainage systems, parks, and forest preserves;

Coordinates technical services and assists in final inspection of construction projects conducted by outside contractors involving municipal facilities;

Inspect or review building alterations and construction projects for conformance with specifications;

Confers with superiors and peers on a variety of engineering projects dealing with cost projection, workload, and 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 highway infrastructure and public facilities;

Inspect of highways, bridges, drainage structures, and public facilities, 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, Federal Highway Administration, New York State Department of Environmental Conservation and New York State Department of 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 (cont'd):

Provides technical and administrative assistance to Towns, Villages, and Cities in areas of evaluation and recommendations involving engineering principles associated with maintenance, repair and construction of highways, bridges, drainage, 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 a Deputy Commissioner or Commissioner;

Prepares permits for work on or within public highways and public facilities.

Prepare studies and analysis of public highway infrastructure.

Represents a Deputy Commissioner or 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 Master's Degree in civil engineering, environmental engineering, or a closely related field **AND** three (3) years of experience in civil or environmental engineering; **OR**
- (B) Possession of Bachelor's Degree in civil engineering, environmental engineering, or a closely related field **AND** four (4) years of experience in civil or environmental engineering; **OR**
- (C) Possession of Associate's Degree in civil engineering, environmental engineering, or a closely related field **AND** six (6) years of experience in civil or environmental engineering.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.

NOTE: Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.