



Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

**TITLE: ENGINEERING OPERATIONS MANAGER ASSISTANT
(Provisional* Appointment)**

SALARY: \$78,670 - \$101,337 annually

LOCATION: Monroe County Department of Environmental Services

HOURS: Normally Monday - Friday (40 per week)

JOB SUMMARY:

This is a high level position involving assisting in the management, coordination and administration of the Division of Engineering in the Department of Environmental Services. Employees may assist in developing department policies and procedures, performing personnel and payroll functions, and budget control. The incumbent provides managerial direction over in-house staff and outside consultants engaged in construction management, project planning, and administrative and technical support activities for public works projects. Work is performed under the general direction of the Engineering Operations Manager. Does related work as required.

MINIMUM QUALIFICATIONS:

EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Building Construction, Construction Management, Civil Engineering, Architecture, or Environmental Design, plus four (4) years paid full-time or its part-time equivalent experience involving responsibility for managing design and construction projects, one (1) year of which must have involved supervision of professional staff; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Building Construction, Construction Management, Civil Engineering, Architecture, or Environmental design, plus two (2) years experience as defined in (A), one (1) year of which must have involved supervision of professional staff; OR,
- (C) Any equivalent combination of education and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

Possession of a New York State Professional Engineer or Architect license or possession of a license issued by a state having reciprocity with New York Professional Engineering licensure standards, and which license was obtained by written examination.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: December 18, 2017

Posting Deadline: Until filled

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.