

## ASSISTANT ENGINEER - TOWNS

Code No. 3-14-255  
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional engineering position in a Town responsible for a particular civil engineering function, program or project. Work may involve areas of traffic engineering, highway or utility design or construction, water or sewage treatment systems, environmental engineering, or other civil engineering fields. The employee reports directly to and works under general supervision from a higher level staff member. Supervision may be exercised over a staff of junior engineers and engineering aides. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed)

Prepares technical reports and analysis of engineering projects;

Prepares preliminary and final highway and bridge plans including horizontal and vertical alignments and cross sections; designs improvement projects, such as new sewers, roadways and sidewalks;

Prepares plans and specifications for construction projects, including mapping, drafting and estimating costs;

Reviews plans for new developments;

Analyzes efforts of public work projects on air and water quality and on noise level;

Conducts investigations and surveys on public road conditions, traffic characteristics, environmental impact, and public work installations;

Prepares reports to reflect studies and surveys;

Answers complaints and questions of residents concerning drainage, water, sewer and traffic problems;

Confers with engineering personnel, contractors or consultants on public work projects; meets with town officials and town residents to discuss proposed projects;

Trains and supervises a subordinate staff;

Prepares computer program formats for use by engineering department;

Inspects work in process for conformance with plans and specifications.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of civil engineering principles and theory; good knowledge of engineering aspects of road, utility, and highway construction, maintenance and design, transportation planning, traffic engineering, and environmental analysis; good oral and written communication skills; ability to develop and evaluate engineering concepts and decisions in

drawings, designs and specifications; ability to collect and organize engineering data; ability to prepare narrative and technical reports on engineering activities; ability to assess environmental impact of public works installations; ability to establish and maintain effective working relationships with consultants, staff, other departments and agencies, and the public; ability to direct the work of others; initiative; resourcefulness; good judgment; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, PLUS,

- (A) Six (6) years paid full-time or its part-time equivalent experience in Civil or Environmental Engineering; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Civil Engineering, Environmental Engineering, or related fields, plus four (4) years experience as defined in (A) above; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Civil Engineering, Environmental Engineering, or a related field, plus two (2) years experience as defined in (A) above; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

NOTE: Work experience as an engineering aide, technician or similar support position may substitute for a maximum of four (4) years experience in meeting option (A).

### **SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: March 16, 1978

REVISED: January 10, 1991

TITLE CHANGED:

(FORMERLY: Assistant Engineer)