

## **ENGINEERING ASSISTANT**

Code No.: 6-05-008  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is an entry level position in a town public works or utility services department responsible for assisting in field inspections and surveys, and for general drafting duties as they relate to the office in which assigned. The employee reports directly to, and works under the general supervision of a higher level staff member. Supervision is not a responsibility of this class. 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.)

Creates technical drawings, including charts and maps, utilizing computerized drafting software;

Assists in and performs field inspections for various public works projects, such as buildings, road and utility construction;

Assists in field and topographic surveys, collecting and tabulating data and preparing reports or maps;

Reviews site plans and applications for compliance with codes and regulations, and advises applicants on routine adjustments necessary to receive approval;

Reviews plans for new development and updates existing maps;

Assists in department record-keeping activities;

Processes citizen complaints and inspection requests by responding to those in well-defined areas and referring more complex and sensitive ones to inspection staff;

May assist in the stake out of water and sewer mains.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of mechanical drawing and civil/site plan drawing; working knowledge of mathematics; working knowledge of general construction principles; working knowledge of local building codes and zoning ordinances; ability to read and interpret blueprints; ability to maintain accurate records; ability to conduct field inspections; ability to establish rapport with the general public; ability to utilize related computer software; ability to communicate orally and in writing; mechanical ability good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma plus, EITHER:

- (A) One (1) year of paid full-time or its part-time equivalent experience involving computerized drafting or surveying (measurement of dimensional relationships); OR,
- (B) Graduation from a regionally accredited or New York State registered college or university

with an Associate's degree in Civil Engineering Technology, Civil Technology, Civil Engineering, or a closely related degree\*; OR,

- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

\*NOTE: Candidates who qualify under option (B) and (C) must submit an official or student copy of their college transcript along with their applications.

**SPECIAL REQUIREMENT:** If you are appointed, you will be required to have 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.

**REVISED:** May 3, 1984

**REVISED:** July 8, 2013