

ENGINEERING PROCEDURES ASSISTANT

Code No. 4-14-148
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for maintaining a variety of Monroe County Water Authority engineering files and records, and assisting engineering staff in other office support activities. The position involves field work at construction sites. The employee reports directly to, and works under the general supervision of, a senior level staff member. 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.)

Obtains and provides water system information to the public, engineers, developers and contractors by telephone, correspondence in person, and two-way radio;

Issues applications for water service, and coordinates efforts and activities by Water Authority departments, applicant and applicant's consultants/contractors to accomplish installation;

Maintains records of developer main extension agreements (DME's) and Water Authority procedures on computerized data base;

Assists in the maintenance of backflow prevention and other records and documented procedures;

Assists in the review of site plans and applications for compliance with Water Authority standards and procedures;

Prepares Water Authority tapcards for water distribution system records;

Assists in the preparation of easement documents using standardized forms and descriptions supplied by engineers;

Makes field site visits to secure information on permits, applications and other Authority issues;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, practices, and procedures, particularly as related to the engineering field; good knowledge of water works construction terminology as pertained to water systems; good knowledge of basic mathematics (addition, subtraction, multiplication, and division); ability to maintain records and reports using a computerized data base; ability to assist in the review of DME site plans and applications for compliance; ability to dispatch assignments using a two way radio; ability to discuss and explain water system information to the public and a variety of professionals; ability to assist in the preparation of easement documents using standard forms and descriptions; ability to read maps and site plans; ability to follow oral and written instructions; ability to work well with the public; ability to work outdoors; 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) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree Engineering Technology, Engineering Science, Environmental Science, or related field; OR,
- (B) Two (2) years paid full-time or its part-time equivalent experience with an engineering firm or a public or private utility that involved responsibility for water facility construction or review of engineering documents or construction plan drawings and specifications; OR,
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT:

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

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.

ADOPTED: December 21, 1989
REVISED: November 1, 1990
REVISED: August 20, 1992
REVISED: May 6, 1999