

Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: 07/28/2021

ASSISTANT CIVIL ENGINEER

DISTINGUISHING FEATURES OF THE CLASS: This position involves engineering work of a moderately difficult caliber, involving the exercise of engineering judgement based on knowledge in both theory and practice of engineering principles. Major technical problems are discussed with higher-level engineers or Deputy Commissioners. Employees in this class exercise independent judgement in planning work details and technical decisions. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Review plans and specifications for engineering projects including highways, bridges, airports, buildings, structures and drainage systems;
Make field investigations regarding construction projects, site selection and survey projects;
Assist with preparation of plans and specifications for public works projects involving renovation, repair and new construction of County installations, including airport facilities, office buildings, libraries, correctional facilities, highways, bridges, drainage systems, parks, and forest preserves;
Assist with preparation of time schedules, cost estimates, daily reports, material approvals, and other tasks associated with the supervision of construction projects;
Inspect work for conformance with plans and specifications;
Inspects physical and operational condition of existing roads, bridges and buildings;
Review estimates of quantities of materials and work progress for contractor payments;
Prepare and maintains records, project data, and may utilize computer systems;
Coordinates work including liaison with contractors and vendors;
Coordinates project schedules;
Conduct quality tests of materials used in construction;
Assist with surveys to establish or re-establish property lines, to map developed areas and to run baselines for roads, bridges, and other facilities;
Secure and processes necessary paperwork for construction contracts such as: minority business requirements, insurance coverage, wage rate documents, claims, releases, payment records;
Assist with studies and analysis of public highway infrastructure.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of engineering principles and practices, including major civil engineering categories of environmental, structural, surveying and flow systems; good knowledge of the principles of engineering theory; good knowledge of the procedures and practice of engineering including drafting, inspections and surveys; good knowledge of the terminology, tools and materials used in the construction of roads, bridges and buildings; working knowledge of applicable codes, laws, rules, regulations and procedures governing engineering design and construction; ability to express verbal and written directions; ability to understand and interpret plans, designs, specifications, right-of-way maps and narrative reports; ability to establish cooperative relationships with contractors, consultants, vendors, co-workers and other staff; mechanical aptitude; accuracy.

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MINIMUM QUALIFICATIONS: Candidates must meet minimum qualifications at time of application. Either:

- (A) 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 closely-related field; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in civil or environmental engineering or a closely-related field **AND** two (2) years of experience involving civil or environmental engineering.

Adopted: 02/09/1983

Revised: 02/08/1995; 03/27/1995; 05/02/2001; 08/15/2001; 03/20/2017; 07/28/2021