

Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: 07/31/2023

CIVIL ENGINEER

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a town or village public works or engineering department and involves performance of professional engineering work at the entry level. The incumbent may oversee projects in the field, of the design of projects in an office, or engaged in some special phase of engineering or public works activities in the field and offices. Assignments are received from a higher-level engineer, who outlines the scope of the work to be performed, along with goals and objectives of the project, together with scheduling needs. A Civil Engineer gives advice, instruction, and supervision on the more difficult technical problems to construction crews, Engineering Aides and Technicians. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares, reviews and revises plans, specifications and design of engineering and public works projects involving installations, including office buildings, highways, bridges, drainage systems, parks and preserve systems;

Participates in field surveys, inspections and data collection for the purpose of gathering information to serve as the basis for preparation of estimates, plans and specifications for county-sponsored engineering and public works projects;

Assists in the instruction and development of subordinate employees in performing the duties and the work of the department, and in the operation and maintenance of assigned equipment;

Prepares engineering estimates, specifications and bidding documents for materials, equipment and construction projects for various agencies and departments;

Provides coordination, technical services and final inspection of construction and maintenance projects conducted by the department field and garage personnel for highway, parks and building projects;

Assists in coordinating the efforts and inspecting the work of private contractors, whose services have been acquired for the performance of the construction portion of town- or village-sponsored engineering projects;

Designs highway sections for construction or reconstruction;

Designs drainage and culvert sections for a variety of public works projects;

Supervises field parties engaged in establishing alignments and grades for engineering or public works projects;

Makes field investigations to ensure compliance with engineering specifications;

Designs right-of-way corridors and borders for road and highway construction;

Prepares a variety of records and reports related to the work.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of civil engineering and the sources of civil engineering data; good knowledge of modern engineering methods and techniques, as applied to public works projects design and construction; ability to design public works projects; ability to organize, plan and lay out working details of civil engineering projects for technical employees; ability to obtain the cooperation and support of others; skill in conducting engineering research work and in writing technical reports of such studies; initiative and resourcefulness in the solution of engineering problems.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Bachelor's Degree in civil or environmental engineering, or a closely related field **AND** one (1) year of experience involving civil or environmental engineering; **OR**
- (B) Possession of Associate's Degree in civil or environmental engineering, or a closely related field **AND** three (3) years of experience involving civil or environmental engineering.

NOTE: Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

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