

Jurisdictional Class: Competitive
EEO Category: Professionals
Adopted: 08/31/2023

ASSISTANT CIVIL ENGINEER (WATER BOARD)

DISTINGUISHING FEATURES OF THE CLASS: This position involves oversight of work on water mains, involving the exercise of judgement. Major technical problems are discussed with higher-level engineers. 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)

Inspect water main construction for conformance with plans and specifications;
Make field investigations regarding water main construction projects;
Review plans and specifications for water main construction;
Review estimates of quantities of materials and work progress for contractor payments;
Prepare and maintains records, project data, and may utilize computer systems;
Coordinate water main work including liaison with contractors and vendors;
Coordinate water main project schedules;
Detect leaks in water mains;
Locate utilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the common practices and terminology used in the installation, maintenance, and extension of a municipal water system; thorough knowledge of the tools and equipment used in utility location and leak detection; ability to read and understand plans and specifications; ability to establish cooperative relationships with contractors, consultants, vendors, co-workers, and other staff; initiative and resourcefulness; mechanical aptitude; good judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Bachelor's Degree in civil engineering, environmental engineering, or a closely-related field; **OR**
- (B) Possession of Associate's Degree in civil or environmental engineering or a closely-related field **AND** two (2) years of experience involving civil or environmental engineering or supervising water infrastructure installation work; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience involving civil or environmental engineering or supervising water infrastructure installation work.

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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