

Civil Division: Mohawk Valley Water Authority  
Jurisdictional Class: Competitive  
EEO Category: Professionals  
Revised: 04/11/16

**ASSISTANT ENGINEER**  
**(WATER BOARD)**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists at the Upper Mohawk Valley Regional Water Board, and consists of professional engineering work of a moderately high caliber, involving the exercise of engineering judgement on numerous important details. The employee may be in charge of projects in the field or of the design of projects in the office, or he/she may be engaged in some special phase of engineering investigation in the field, office, or laboratory. Assignments are received from a superior defining the scope of the work to be performed, although the employee uses independent judgement in planning work details and in making technical decisions on routine problems. A supervising engineer gives advice and instruction on the more difficult technical problems. Supervision may be exercised over junior engineers and engineering aides. The incumbent performs related work as required.

**EXAMPLES OF WORK:** (Illustrative Only)

Assists in the preparation of plans, specifications and design of proposed engineering projects;  
Makes field investigations;  
Directs field parties engaged in giving alignment and grades for engineering projects;  
Supervises field parties engaged in making surveys for providing line and grade for street paving, sewer and water repairs and extensions and other standard municipal improvement projects;  
Assists in the preparation of specifications, cost estimates, and time schedules of construction projects;  
Determines and carries out protective engineering analyses and measures to ensure satisfactory water supply;  
Assists in selecting important equipment, and checks manufacturer's equipment specifications and contractor's drawings;  
Performs investigations, layouts, studies and reports on problems presented;  
Supervises engineering office data collection record keeping and correspondence.

**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 practices of engineering including design and specification writing, drafting, inspections and surveys; working knowledge of the terminology, tools and materials used in the construction and maintenance of public works; skill in conducting engineering research work and in writing technical reports on such studies; ability to express directions through plans and specifications for engineering projects; ability to prepare plans, designs, specifications; ability to plan and lay out work of others; ability to establish cooperative relationships with contractors, consultants, vendors, co-workers and other staff; mechanical aptitude; accuracy; mental alertness; industry.

continued...

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor Degree in civil, environmental, or sanitary engineering, or a closely related field, **AND** three (3) years of engineering experience; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate Degree in civil or environmental engineering, or a closely related field, **AND** five (5) years of engineering experience; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** seven (7) years of engineering experience.

Revised: 05/28/97, 04/11/16