

## ASSISTANT CIVIL ENGINEER

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class performs professional engineering tasks in conjunction with the design, maintenance, repair and construction of county public works. The work is assigned and reviewed by the Senior Engineer. Within each assignment the employee is allowed considerable leeway for the exercise of independent judgment in work details. The employee provides technical direction to assigned engineering and construction personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Designs roads, bridges, buildings and other public works projects;

Directs and participates in the work of a survey crew engaged in determining exact field measurements for public works maintenance, repair and construction;

Inspects and reports on construction work in progress and completed projects;

Inspects county roads, bridges and buildings, identifies safety defects and needed repairs and reports on same;

Provides detailed recommendations in regard to the preparation of specifications, cost estimate and time schedules for public works projects;

Provides technical direction and supervision to construction crews;

Collects data, searches public records and directs survey work in order to determine land holdings and property lines for right of way negotiations;

Establishes and maintains cooperative working relationships with the general public, property owners, utility companies, town and state officials and with other county agencies;

Prepares topographical maps and cross sections from field notes;

Maintains engineering and survey records;

Prepares technical written reports.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the modern methods, materials and techniques of road, bridge and building design and construction; good knowledge of the techniques and practices of land surveying; working knowledge of and ability to utilize sources of information on land holdings and property lines; skill in the operation of surveying and drafting equipment; ability to perform complex engineering and surveying calculations; ability to prepare and interpret sketches, maps and construction plans; ability to establish and maintain effective working relationships with others; ability to supervise the work of a small crew of engineering and construction personnel; ability to follow oral and written instructions; ability to prepare technical written reports; ability to maintain records; accuracy; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or university with at least a Bachelor's Degree in Civil Engineering; OR
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Construction, Civil or Engineering Technology and two (2) years of experience participating in engineering projects including the operation of survey instruments and making of survey computations using engineering tables and formulas; OR
- C. Graduation from a regionally accredited or New York State registered college or institute with a diploma in Basic Engineering Science, building Estimating and Construction Science or Civil Engineering Science and three (3) years of experience as described in B; OR
- D. Four (4) years of experience as described in B; OR
- E. An equivalent combination of training and experience as defined by the limits of A,B,C and D.

Special Requirement: Possession of an appropriate New York State driver's license at time of appointment.

ULSTER COUNTY  
0260 AST CV ENG  
Classification: Competitive  
Grade: 9  
Union: CSEA

Adopted: December 29, 1981  
Revised: December 31, 1981  
Revised: November 20, 1990