

## CIVIL ENGINEER

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves planning improvements to existing county roads and designing new roads and bridges. Duties are performed under the general direction of the Public Works Commissioner with wide latitude allowed for the use of independent judgment in carrying out the details of the work. General supervision is exercised over the work of Engineering Aides and Laborers. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Plans grades, alignments, drainage structures for roads and bridges;

Designs and drafts plans for bridges, determining size of opening, width of span and whether stringer beam or girder construction;

Calculates needed rights-of-way and prepares property descriptions necessary for road construction;

Directs a field survey party;

Calculates costs of construction projects;

Prepares preliminary drawings from field notes;

Supplies construction drawings to work parties;

Checks work in progress for adherence to plans;

Arranges for the removal of utilities from work sites;

Computes bearings, alignments and curves;

Serves as a consultant to Town Highway Superintendents;

Conducts correspondence regarding projects with the public and regulatory agencies;

Updates county road maps;

Prepares traffic count and bridge work records for inclusion in annual report.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of Civil Engineering practices and procedures; skill in the use of surveying and drafting instruments; ability to make engineering computations using engineering tables and formulas; ability to interpret engineering plans, charts and drawings;

**Civil Engineer**

ability to understand and carry out oral and written instructions; ability to lay out, plan and supervise the work of others; ability to compile data and prepare written reports; attention to detail; ability to maintain office engineering files; physical condition equal to the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered college or university with a Bachelors Degree in Civil Engineering.

**Special Requirement:** Possession of an appropriate New York State Drivers License at time of appointment.

ULSTER COUNTY  
1270 CIVIL ENG  
Classification: Competitive  
1271 CVLENG HLP  
Classification: Non-Competitive  
Grade: 18  
Union: CSEA

Adopted: April 16, 1986  
Revised: November 20, 1990  
Grade Reallocated: January 1, 2023