



**DUTCHESS COUNTY
CLASS SPECIFICATION**

**ASSISTANT CIVIL
ENGINEER II (DESIGN)**

DATE ADOPTED: 01/01/1997

LAST REVISION: 2/14/2023

Page 1 of 2

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional level engineering position in the Engineering Division of the Department of Public Works. The incumbent is responsible for performing and overseeing design work on county construction and reconstruction projects involving roads, bridges and drainage facilities. In addition, the incumbent provides training and instruction to the engineering staff, especially in the area of design. Assignments and duties may also include construction supervision, project and consultant management, and subdivision review. This position differs from the Assistant Director of Engineering in the fact that it concentrates primarily on design work, while the Assistant Director of Engineering generally oversees all aspects of the Engineering Division and performs administrative backup functions for the Director of Engineering. General supervision and administrative direction is received from the Director and Assistant Director of Engineering. Supervision is exercised over staff assigned to design duties.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Researches, develops and designs complete technical plans and specifications for the construction, reconstruction and repair of County owned and maintained bridges;
2. Researches, designs and develops complete technical plans and specifications for the construction and reconstruction of county roads;
3. Investigates, designs and prepares construction documents for drainage systems and culverts;
4. Provides technical assistance, training and instruction to lower ranking engineers as to how a project is evaluated and to initiate the design work and development of specifications in order to complete a project ready for bid;
5. Performs field inspections to evaluate project needs, or to ensure project is in conformance with plans and specifications;
6. Manages consultant activities for design and construction projects;
7. Acts as engineer-in-charge for county transportation construction projects;
8. Meets with project engineers and administrative staff to discuss parameters of assigned projects;
9. Conducts field investigations, traffic and accident studies, gathers pertinent information, and prepares preliminary project status reports;
10. Coordinates work with utility companies, contractors, home owners, municipalities and state and federal agencies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the principles and practices of civil engineering;

Thorough knowledge of modern methods and techniques of construction as it applies to roads and bridges;



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Page 2 of 2

Thorough knowledge of NYS Department of Transportation and federal standards, specifications and project requirements;
 Ability to prepare finished plans, designs, specifications and narrative reports in a timely manner;
 Ability to lead and instruct lower level engineers in design and specification work;
 Ability to communicate, both orally and in writing;
 Ability to establish and maintain effective working relationships with coworkers, state and federal inspectors, contractors and others;
 Personal characteristics necessary to perform the duties of the position;
 Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Licensed NYS Professional Engineer with a current registration;
- OR: (B) Eligibility to sit for the National Council of Examiners for Engineering and Surveying (NCEES) Professional Engineer (PE) exam. Information on how to apply for the exam can be found on the [NCEES](#) website;
- OR: (C) Proof of applicant’s ability to obtain a New York Professional Engineer license through reciprocity.

SPECIAL REQUIREMENT:

1. Applicant must pass PE exam by the completion of probation to remain in the position.
2. Possession of a valid Driver License to operate a motor vehicle in New York State at the time of application and to maintain the position.

NOTE:

1. Applicant must submit a copy of their current NYS Professional Engineer License, proof of eligibility to sit for the PE exam from NCEES or that they have submitted the necessary paperwork to NYS requesting reciprocity for a license issued outside NYS at time of application.

COUNTY USE ONLY:

BARGAINING UNIT/GRADE: CSEA-7 / 19		JURISDICTIONAL CLASSIFICATION: Competitive	
EEO Category: Skilled Craft	FLSA Code: OT Eligible	WC Code: 8601-Engineer	NYSLRS Job Code: 04500E
REVISION HISTORY: 10/10/07			