

ASSISTANT CITY ENGINEER

DISTINGUISHING FEATURES OF THE CLASS:

This is a responsible professional level engineering position requiring the exercise of independent judgement in the design, inspection and construction of municipal engineering projects. Work is performed under the general supervision of the City Engineer. Supervision is exercised over the work of subordinate personnel.

TYPICAL WORK ACTIVITIES:

1. Uses CAD to design and prepare plans for various public works projects such as storm sewers, curbs and sidewalks, bridges, and retaining walls;
2. Supervises and inspects the progress of engineering projects;
3. Supervises the activities of surveying parties;
4. Inspects streets, structures and other areas as to need for repair or maintenance;
5. Prepares engineering reviews of proposals presented to the City Planning Board;
6. Administers city right-of-way permits;
7. Administers contracts on public works projects;
8. Prepares miscellaneous technical reports;
9. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of civil engineering; good knowledge of surveying techniques; ability to construct, read and interpret engineering drawings and specifications; ability to make difficult technical computations and to compile engineering data; ability to make cost estimates; ability to use CAD and other automated systems; ability to supervise the work of others; initiative and resourcefulness in the solution of engineering problems; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Civil Engineering and two years of progressively responsible work experience in the field of civil engineering;
- OR: (B) Graduation from high school and ten (10) years of progressively responsible work experience in the field of civil engineering;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B).

NOTE: Graduate study in Civil Engineering or a related field may be substituted for the required work experience on a year for year basis.

SPECIAL REQUIREMENT:

To apply for the examination, an applicant must be eligible for a professional engineer's license issued by the State of New York. Possession of the license is required at the time of appointment.

EG0212

ADOPTED: 01/01/91

REVISED: 11/19/97