

Posted: December 7, 2016
Dept.: Engineering
Grade 17, Step 1
Salary: \$77,477.00
Respond to: Town of Yorktown, Human
Resources Department
By December 13, 2016

ASSISTANT CIVIL ENGINEER

DISTINGUISHING FEATURES OF THE CLASS:

Under the general supervision of a higher level engineer, this position is responsible for performing professional engineering work involved with the design, planning, estimating and supervision of construction of highways and their related structures, sewers, storm drains, and water mains. An engineer at this level performs work on an independent basis but refers policy decisions or highly difficult engineering problems to the professional engineer supervising or directing the work of the incumbent. Supervision may be exercised over a lower level engineer and/or sub-professional technical and/or clerical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Prepares or assists in the preparation of designs for roads, culverts, storm sewers, retaining walls, structures, and/or other public works projects;
Prepares or assists in the preparation of plans, estimates and specifications for assigned projects;
Prepares written detailed specifications, including description of particular materials in order to satisfactorily and economically perform the function desired;
Supervises inspection of construction work to ensure that it conforms to plans and specifications;
Interprets design and specifications for contractors;
Computes and prepares partial and final estimates of payments to contractors and prepares progress reports;
Coordinates construction projects with other local, county and state government officials, consultants and the general public;
Confers with superior on various engineering and technical problems;
Uses computer applications or other automated systems such as computer assisted design programs (CAD), spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of civil engineering principles and practices with particular reference to route surveying and design, use of curves and earthworks, and mass diagramming; good knowledge of the practice of specification writing; good knowledge of construction estimating, including relative cost of materials and their useful life; good knowledge of materials selection for roadway surfaces and the treatment of existing surfaces; good knowledge of computer assisted design (CAD) programs; skill in the design of roadways, sewers, storm drains, water mains and related structures; skill in making engineering computations; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES (Cont'd):

computer assisted design programs, spreadsheets, word processing, e-mail and database software; tact in dealing with public officials, consultants, contractors, the general public and subordinate staff members; accuracy; reliability; resourcefulness; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

Either: (a) a Bachelor's Degree* in Civil Engineering, Construction Engineering or closely related field, and two (2) years of field and office experience in civil engineering which must have involved construction of highways, sanitary sewers, storm drains, water mains or other public works projects; or (b) a Bachelor's Degree* in Civil Engineering Technology, Construction Engineering Technology or closely related field and three (3) years of the work experience as described in (a) above.

SUBSTITUTION:

A Master's Degree* in Civil Engineering, Construction Engineering or closely related field may be substituted for one year of the work experience described in (a) above

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

***SPECIAL NOTE:** Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post- secondary, degree granting institution

Send, fax or e:mail resume, including salary history, to Town of Yorktown, Attn: Human Resources, 363 Underhill Avenue, Yorktown Heights, NY 10598, FAX (914) 962-0326 or e:mail mgspurning@yorktownny.org. Equal Opportunity Employer.

Towns, Villages,
Cities of Rye & Peekskill
J.C.: Competitive
MPM3
1d

Job Class Code: 0381