

Jurisdictional Class: Competitive
Adopted: May 14, 1987
Revised: May 3, 2010

COUNTY ENGINEERING ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for providing engineering support for various public works projects. An incumbent works as an assistant and is responsible for the supervision of field parties on construction projects, making and checking engineering computations, inspecting construction work and materials, and monitoring regulatory compliance requirements. The work is performed under the general supervision of an administrative supervisor. Supervision is exercised over the work of subordinates. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Conducts land surveys and obtains property line data for right-of-way acquisitions;
Makes blueprints and draws up construction and other project plans;
Makes regular visits to work sites to check progress and assist in resolving problems;
Patrols and inspects roads, highways, bridges, landfills, and transfer stations to determine condition and maintenance needs;
Investigates complaints from the public regarding highways and provides explanations to property owners;
May provide technical advice to crew supervisors on difficult and complex projects;
Prepares activity, cost and progress reports;
Confers with various county, town and village officials regarding construction and maintenance projects;
Prepares and maintains a variety of County, State, and Federal records and reports;
Conducts annual tree inspections to mark dead or disabled trees;
May assist in overall operation of the sanitary landfill program in the disposition and disposal of a variety of solid waste in accordance with established guidelines;
May assign work to Motor Equipment Operators and Laborers and supervise their activities;
Deals with refuse collectors and the general public, overseeing the collection of fees, and maintenance of related records for funds received;
Monitors rodent protection measures and periodically inspects such measures to determine effectiveness;
Collects samples, compiles data, prepares and submits reports required by Regulatory Agencies for the operation, maintenance and closure of Solid Waste Disposal Facilities;
Other duties which may arise from post-closure and remedial investigation activities at Solid Waste Disposal Facilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of the principles, techniques, and practices of land survey;
Good knowledge of New York State Department of Environmental Conservation regulations and local ordinances relating to the disposal of solid waste;
Good knowledge of practices and instruments used in engineering drafting;
Good knowledge of construction specifications and their application to public works projects;
Ability to read and understand sketches, blueprints, and related solid waste facility, road construction, and maintenance plans;
Ability to obtain the cooperation of and deal effectively with the public;
Ability to plan, coordinate, and supervise the work of others;
Ability to carry out oral and written directions;
Ability to maintain records and prepare reports;
Sound judgment.

County Engineering Assistant

MIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in civil engineering technology and one (1) year of experience in general construction, maintenance of highways and bridges or solid waste activities; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in civil engineering technology and three (3) years of experience in general construction, maintenance of highways and bridges, or solid waste activities, that included survey or drafting work; one (1) year of which shall have been in a supervisory capacity; or
- (c) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as defined in (b) above; one (1) year of which shall have been in a supervisory capacity; or
- (d) An equivalent combination of training and experience as outlined by the limits of (a), (b), and (c) above.

SPECIAL REQUIREMENTS: Eligibility for an appropriate level New York State Driver's License at time of application. Possession of license at time of appointment.