

Jurisdictional Class: Competitive  
Adopted: May 14, 1987  
Revised: May 1, 2014

**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 the Deputy Highway Superintendent. 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;  
Patrols and inspects roads, highways and bridges to determine condition and maintenance needs;  
Investigates complaints from the public regarding highways and provides explanations to property owners;  
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;  
Coordinates the one call New York State Dig Safe Program, submits required notices for Highway Department work activities or other county departments as required, monitors clearance notices, and notifies highway construction supervisors or other county agency contacts when clearances are received;  
Maintains accurate computerized inventory regarding traffic sign placements, repairs, and installations, and ensures timely input of changes as submitted by the Sign Maintenance Supervisor;  
Researches for and provides findings to the Deputy, on department training programs required by the NYS Department of Labor, OSHA, and other regulatory agencies for work zone safety, work place safety, proper handling of hazards materials, and related requirements; conducts employee training as directed; and maintains records of training;  
Performs quarterly safety inspections of maintenance facilities and reports findings to the Deputy;  
Oversees the petroleum bulk storage program, prepares NYSDEC registrations for fuel and oil storage tanks ensuring information is accurate and up to date, performs monitoring of tanks and dispensing stations on a regular basis, compiles and maintains inspection reports, reports deficiencies to the Deputy, and accompanies NYSDEC personnel on inspections of the bulk storage facilities.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of the principles, techniques, and practices of land survey;  
Good knowledge of practices and instruments used in engineering drafting;  
Good knowledge of construction specifications and their application to public works projects;  
Knowledge of the NYS Department of Labor and OSHA regulations;  
Knowledge of the NYSDEC regulations as they relate to Highway and Bridge projects and the storage of bulk petroleum products;  
Ability to read and understand sketches, blueprints, 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 operate a computer and learn how to use various computer programs to maintain accurate 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 or maintenance of highways and bridges; 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 or maintenance of highways and bridges 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.