

ASSISTANT ENGINEER

DISTINGUISHING FEATURES OF THE CLASS: This is technical public works engineering of a difficult nature. Work may be performed in the field or office as assignments require. Work is performed under general supervision of higher level staff. Supervision of subordinate technical and clerical personnel may be required. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only).

Performs layout work and technical design of plans for public works projects;

Prepares construction estimates and time schedules of construction projects;

Reviews prints submitted by engineers, land surveyors and contractors and prepares reports on them;

May supervise inspectors of construction projects;

Conducts research concerning proposed projects;

Maintains records and statistics and makes reports;

Performs a variety of related activities as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND

PERSONAL CHARACTERISTICS: Good knowledge of the principles, practices and terminology of public works engineering and construction methods and materials; good knowledge of physics and mathematics, including geometry and trigonometry; good knowledge of surveying and design techniques; familiarity with highway laws and safety; ability to plan and supervise the work of others.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's degree in engineering which included at least fifteen (15) semester hours of civil engineering or related courses, and two (2) years work experience in civil engineering; or
- b) Associate's degree with a concentration in engineering, and four (4) years work experience in civil engineering; or
- c) A minimum of sixty (60) semester hours of civil engineering or related courses, and four (4) years work experience in civil engineering; or
- d) An equivalent combination of training and experience as described in a), b) and c) above.

SUBSTITUTION NOTE: A Master's degree in civil engineering may be substituted for one (1) year of the required experience in civil engineering.

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