

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** ASSISTANT ENGINEER **GRADE:** 14

**TITLE ABBREVIATION:** ASST ENGINEER **TITLE NO.:** 6067

**JURIS.CL:** C **SALARY CODE:** 71 **EEO CODE:** PR **FLSA CODE:** PR

**DEPARTMENT:** PUBLIC WORKS **DIVISION:** ENGINEERING

**SUPERVISOR'S TITLE:** VARIOUS

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves technical and **supervisory** engineering duties including the exercise of engineering judgment on the design, investigation, control, maintenance, construction and operation of a county highway network. The incumbent works both in the field and in an office setting. Assignments are received from the Principal Engineer, allowing for independent judgment in planning work details and making technical decisions on routine matters. Supervision may be exercised over Junior Engineers and Engineering Aides. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Assists in the preparation of plans, specifications and design of proposed roads, highway or structural engineering projects;

Directs and inspects activities of field survey parties engaged in construction lay out, topographical, property line, and highway surveys;

Analyzes and evaluates survey data and traffic counts;

Provides or assists in the preparation of environmental impact studies related to engineering projects;

Assists in the training of subordinate personnel; provides instruction and supervision to Junior Engineers and Engineering Aides;

Maintains inventory of office and field supplies needed for engineering projects;

Prepares reports, requests for proposals/bid, as required;

Utilizes computer aided drafting software to design and draw plans for County projects;

Conducts inspections of projects under construction and existing structures to ensure compliance with designs, specifications, and/or needed maintenance;

May participate in plan reviews in connection with the issuance of permits for work on County roads.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principals and practices of civil engineering; good knowledge of methods and techniques as applied to construction and maintenance of public works; ability to make engineering computations, design routine engineering structures, plans and specifications; ability to plan, assign and supervise the work of others; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Bachelor's Degree in Engineering and one (1) year of engineering experience; OR
- B. Associate's Degree in Engineering Science and three (3) years of engineering experience; OR
- C. Possession of Certification Level 3, related to civil engineering technology, from the National Institute for Certification in Engineering Technologies (NICET); OR
- D. Graduation from high school or possession of a high school equivalency diploma and five (5) years of engineering experience.

**SPECIAL NOTE:** Successful completion of thirty (30) graduate credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees majoring in civil or environmental engineering, or related field, may be substituted for one (1) year of engineering experience.

**SPECIAL REQUIREMENT:** Possess and maintain a valid driver's license.

**Note:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.