

## GENESEE COUNTY

### **ASSISTANT TOWN ENGINEER (HELP Program)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is important professional engineering and inspection work, involving responsibility for assisting the Town Engineer in exercising technical supervision over all municipal public works activities. Engineering work is performed under the general supervision of the Town Engineer in accordance with established policies and procedures, allowing wide leeway for the exercise of independent judgment. Supervision may be exercised over a number of subordinate public works employees. Does related work, as required.

#### **TYPICAL WORK ACTIVITIES:**

Assists Town Engineer with a variety of Town engineering duties;  
Plans, supervises, and participates in all field survey work to determine grades, alignments, curbs, bearings, rights of way and drainage;  
Makes a variety of engineering computations and draws up draft plans and specifications for street, wastewater, water, and other public works projects;  
Inspects public works projects underway, to ensure compliance with plans and specifications;  
Prepares a variety of reports on costs of projects;  
Assists in the planning of capital construction projects;  
Assists in the design of streets, culverts, drainage structures, water and wastewater lines and other structures as assigned;  
Assists in the asset management of the Town's infrastructure;  
Assists with a variety of engineering studies.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the principles, practices and equipment used in public works activities; thorough knowledge of surveying and drafting techniques; good knowledge of civil engineering and construction principles; ability to make moderately difficult engineering computations and to compile cost and quantity estimates; ability to read, prepare and interpret engineering drawings and specifications; ability to plan and supervise the work of others; ability to follow complex oral and written directions; accuracy; tact in dealing with the public.

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**MINIMUM QUALIFICATIONS:**

**EITHER:**

- A. Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education and five (5) years of progressively responsible experience as an engineering aide, involving the inspection of construction projects for adherence to plans and specifications;

**OR:**

- B. Possession of a degree with specialization in construction engineering, drafting and surveying, or a related field, and three (3) years of experience as an engineering aide, surveyor's assistant, or civil engineering draftsman;

**OR:**

- C. Any equivalent combination of experience and training as outlined above.

**NOTE:** Your degree 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 was 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.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.