

**DEPARTMENT:** PUBLIC WORKS  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** JULY 28, 2023

**ASSISTANT CIVIL ENGINEER**

**DISTINGUISHING FEATURES OF THE CLASS:** Performs all civil engineering functions of highway and bridge construction. The incumbent may be responsible for the direction of survey parties, the supervision of bridge and highway construction, engineering calculations and design, collaboration with Towns and Villages, and the purchasing of related equipment and materials. May be permanently assigned to the Highway, Engineering or Buildings and Grounds Division as required by the Commissioner of Public Works. The Deputy Commissioner of Public Works responsible for the division to which the incumbent is assigned, assigns duties to and evaluates the performance of the incumbent. General direction is received from the appropriate Deputy Commissioner. When assigned, the incumbent supervises subordinates. Performs related duties as required.

**TYPICAL WORK ACTIVITIES:**

1. May supervise initial and final surveys for road and bridge construction or reconstruction including right-of-way acquisitions;
2. Prepares construction or reconstruction design reports;
3. When assigned, attends meetings for the Commissioner or Deputy Commissioner and may attend public meetings prior to construction;
4. May supervise road and bridge projects to include planning work, estimating progress payments, supervising materials supply and quality, furnishing grades data, and maintaining cost records and rendering reports;
5. When assigned to the Highway Division, compiles and records all improvements made on town and county roads, compiles and records expenditures by class of payment, designs or approves design of new roads, and estimates costs of roads;
6. Acts as liaison between the County and its municipalities.

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

Thorough knowledge of New York State Department of Transportation specifications; thorough knowledge of the principles of civil engineering and of sources of information; working knowledge of computer applications in the design and analysis of civil engineering projects; ability to analyze engineering data and draw logical conclusions; ability to present facts, findings, and definite conclusions clearly and concisely; ability to express engineering concepts and decisions in drawings; ability to plan, organize and supervise the work of others, proficiency in the use of drafting and precision instruments; accuracy; initiative; resourcefulness; physical condition commensurate with the needs of the class.

**MINIMUM QUALIFICATIONS:**

**SUGGESTED PROMOTIONAL QUALIFICATIONS:**

One (1) year of permanent competitive status as a Junior Engineer or Junior Civil Engineer.

**OPEN-COMPETITIVE:** Graduation from high school or possession of a high school equivalency diploma and one of the following:

1. Graduation with a Bachelor's Degree in civil engineering or related engineering field **and** three (3) years of experience in civil engineering or construction, surveying, design, drafting, or inspection and estimating; **OR**
2. Graduation with a Bachelor's Degree in civil technology or related technology field including construction, forestry, traffic, or highway and structural **and** five (5) years experience in civil engineering or construction, surveying, design, drafting, or inspection and estimating; **OR**
3. Graduation with an Associate Degree in civil technology or related technology field including construction, forestry, traffic, or highway and structural **and** seven (7) years of experience in civil engineering or construction, surveying, design, drafting, or inspection and estimating.

**NOTE:** Degrees 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.