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# CATTARAUGUS COUNTY CIVIL SERVICE

## HUMAN RESOURCES DEPARTMENT

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303 Court Street \* Little Valley, NY 14755 \* (716) 938-2281 \* FAX (716)938-2759

John R. Searles, Personnel Officer

Kristine M. Phinney, Deputy Personnel Officer

### ASSISTANT ENGINEER

NOW HIRING

ASSISTANT ENGINEER

CATTARAUGUS COUNTY DEPARTMENT OF PUBLIC WORKS

LOCATED IN LITTLE VALLEY, NEW YORK

Based in the historic county seat of Little Valley, New York, the Department of Public Works includes Engineering, Highway, Fleet, and Refuse divisions. A relaxed Monday-through-Friday commute through the scenic landscape of Cattaraugus County supports the positive work life balance espoused by DPW, where all positions feature a competitive benefits package.

#### JOB DESCRIPTION

The work involves performing civil engineering work necessary for upkeep and improvement of municipality infrastructure. This position may also supervise general operations and ensure conformance to established regulations and sound engineering practice. Duties are performed in accordance with established engineering principles and practices under general direction; wide latitude is allowed for the use of independent judgement in carrying out details of the work. An Assistant Engineer does related work as required.

#### TYPICAL WORK ACTIVITIES

- Develops plans for construction/improvement of roads, bridges, and landfills
- Oversees in-house operations
- Prepares project cost estimates
- Reviews plans for conformance with applicable federal, state, and local codes and regulations
- Checks contractor bid submissions for agreement with project specifications
- Monitors consultants' work by reviewing plans and reports evaluating compliance with policy, standards, procedures, schedules, and contracts
- Writes specifications for projects
- Inspects construction and maintenance work to ensure conformance with plans and specifications
- Researches engineering procedures/materials to determine best methods and materials to use for a project
- Evaluates contractor proposals, negotiates revisions, and participates in securing final approval
- Supervises establishment of property lines and location lines for roads, bridges, and other facilities
- Prepares and maintains project progress reports
- May act as a liaison between appointing authority and regulatory agencies
- May oversee landfill operations
- May train subordinates in engineering practices

#### MINIMUM QUALIFICATIONS

A) Possession of at least a Bachelor's Degree in Civil Engineering Technology or closely related field and successful completion of National Council of Examiners for Engineering and Surveying (NCEES) Fundamentals of Engineering (FE) examination; OR

B) Possession of at least a Bachelor's Degree in Civil Engineering Technology or closely related field and 2 years' experience performing field engineering for highway construction.

#### SALARY RANGE & BENEFITS

- \$81,000-\$89,000 annual salary
- Health insurance (including dental & vision)
- 4 paid personal days

- 10 paid vacation days
- Opportunities for overtime
- No-cost telemedicine benefit
- 13 paid sick days
- 11 paid holidays
- New York State retirement

TO APPLY

Email resume to Deputy Commissioner Michael J. Prinino at [MJPRININO@cattco.org](mailto:MJPRININO@cattco.org) or submit online application.

TRANSFER CANDIDATES FROM NYS MUNICIPALITIES ENCOURAGED TO APPLY

CATTARAUGUS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER