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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

### ENGINEERING TECHNICIAN

NOW HIRING

ENGINEERING TECHNICIAN

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 indoor and outdoor tasks including beginning level technical engineering work and surveying. This position also may assist other employees by performing delegated or independent tasks requiring limited use of engineering theory and techniques. An Engineering Technician does related work as required.

#### TYPICAL WORK ACTIVITIES

- Meets with engineers and contractors to gather information regarding projects
- Queries computer databases and retrieves data for use in engineering projects
- Operates optical and satellite-based survey equipment, gathers information, creates maps/other documents
- Inspects construction projects for conformance with specifications and the correct use of materials
- Contacts a variety of public and private agencies or employees to obtain and relay information relative to construction and/or survey projects
- Creates and maintains a variety of records and reports relative to the work
- Operates a personal computer and utilizes a variety of software relative to the work performed including word processing, spreadsheet and database software; utilizes a variety of standard office equipment
- Performs a variety of physical activities including climbing ladders and using/carrying tools and materials such as shovels, picks and survey stakes
- Operates a vehicle in the performance of duties
- Interfaces with general public and property owners to explain basic information relative to construction and/or survey projects
- Performs computer-aided drafting work (CAD)

#### MINIMUM QUALIFICATIONS

A) Possession of an Associate's Degree in Engineering Technology or closely related field; OR

B) Successful completion of 18 semester credit hours in engineering or engineering technology; chemical, civil, mechanical, sanitary engineering technology; environmental technology; drafting; mathematics or science; and 2 years' experience involving surveying, drafting, or work as Engineering Technician; OR

C) Graduation from high school or possession of a high school equivalency diploma and 3 years' experience involving surveying, drafting, or the work of an Engineering Technician.

#### SALARY RANGE & BENEFITS

- \$53,000-\$59,000 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 or submit online application.

TRANSFER CANDIDATES FROM NYS MUNICIPALITIES ENCOURAGED TO APPLY

CATTARAUGUS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER