

ASSISTANT ENGINEER

DISTINGUISHING FEATURES OF THE CLASS: The work involves performing civil engineering work necessary for the upkeep and improvement of municipality infrastructure. The incumbent may also supervise general operations and ensures that all activities conform to established regulations and sound engineering practice. Duties are performed in accordance with established engineering principles and practices under general direction of a Professional Engineer. Wide latitude is allowed for the use of independent judgement in carrying out the details of the work. General supervision may be exercised over the work of subordinate staff. An Assistant Engineer does related work as required.

TYPICAL WORK ACTIVITIES:

- Produces preliminary and final designs of bridge, highway and culvert projects;
- Performs structural analysis;
- Produces bid-ready documents;
- Prepares construction cost estimates;
- Performs drainage designs and hydraulic calculations;
- 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;
- 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 train subordinates in engineering practices.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles and practices of engineering theory; good knowledge of construction procedures including design, specification writing, inspections, and surveys; good knowledge of the tools, terminology, and materials used in the construction of roads, bridges, buildings, and sanitary landfills; good knowledge of the codes, laws, rules, regulations, and procedures governing engineering design and construction; good knowledge of Federal EPA, State DEC, and local regulations governing the construction and operation of sanitary landfills; skill in utilizing current computer aided drafting techniques; ability to conduct studies pertaining to the best methods and materials to use in an engineering project; ability to prepare plans, specifications, and narrative and tabular reports; ability to coordinate engineering projects; ability to train and supervise subordinate staff; ability to establish cooperative relationships with contractors, vendors, co-

workers, and others; mechanical aptitude; accuracy; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Possession of a Bachelor's Degree in civil or structural engineering AND possession of an Engineer in Training (EIT) Certificate issued by the New York State Education Department.

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 New York State Civil Service website. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: Possession and maintenance of an appropriate driver's license.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 5/11/2026