

ENGINEERING TECHNICIAN (CIVIL)

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of higher level engineering staff, an incumbent of this classification performs non-professional engineering work as a general assistant in the planning, design, construction, maintenance and inspection of municipal projects. Supervision is not usually a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Drafts and assists in drafting and reading technical specifications, plans and sketches for the design of municipal projects;

Uses a computer aided design (CAD) drafting system to prepare plans;

Prepares and assists in the preparation of cost estimates of materials, supplies and equipment for projects;

Inspects and assists in the inspection of civil engineering construction projects to assure correct materials are used, work is performed correctly, and projects are constructed according to specifications and plans;

Gathers information and data that will be incorporated in public contracts related to construction projects;

Gathers information for progress reports on construction projects;

Maintains routine records relating to engineering projects;

Acts as a member of a survey party conducting field surveys and gathering assessment, appraisal, map and plan data;

Obtains survey data and performs routine engineering computations;

Uses computer applications or other automated systems such as computer assisted design (CAD) programs, spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of surveying practices and theory; good knowledge of modern methods, techniques and machinery used in construction; working knowledge of drafting techniques; working knowledge of the practices of specification writing; working knowledge of construction estimating; working knowledge of computer assisted design (CAD) programs; ability to design and draft routine municipal projects; ability to read blueprints; ability to make routine engineering computations; ability to prepare sketches, maps, plans, graphs, and charts; ability to collect, analyze, and interpret data; ability to effectively use computer applications such as GIS, computer assisted design (CAD) programs, spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES (cont'd.): position; ability to follow oral and written instructions; initiative; resourcefulness; accuracy; reliability; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) an Associate's Degree* in Civil Technology or Construction Technology; or (b) two years of experience which involved working on the design, construction or planning of public works buildings and infrastructures.

SUBSTITUTION: Satisfactory completion of 30 college credits towards a Bachelor's Degree* in Civil Engineering, Construction Engineering, or Engineering Science may be substituted on a year for year basis for the experience described in (b) above.

*SPECIAL NOTE: Education beyond the secondary level 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.

The City of Rye is an Equal Opportunity Employer. We maintain an alcohol/drug free workplace and all applicants may be required to submit to physical evaluation prior to employment.

The City of Rye participates in the New York State Civil Service System which is managed by the Westchester County Department of Human Resources. This position is a provisional appointment. The incumbent will be required to take an exam when offered at a future date, attain a passing score for the exam, and be among the top three highest scoring candidates willing to accept the position.

Annual Salary Range: \$61,000-\$95,000