



TOWN OF GREENBURGH

OFFICE OF THE COMPTROLLER

177 Hillside Avenue, Greenburgh, New York 10607
(914) 989-1600 Fax (914) 993-1630
www.greenburghny.com

PAUL FEINER
Supervisor

ROBERTA ROMANO CPA
Town Comptroller
SHERI PORCELLO
Deputy Town Comptroller

JOB ANNOUNCEMENT

Department of Public Works

July 11, 2022 – July 25, 2022

Position: Assistant Civil Engineer (0381-01)*

Job Group: CSEA

Annual Salary: \$69,263 - \$95,061

Work Week: 35 hours

**This is a competitive position for which there is a current list of eligibles. Consideration may be given to candidates who currently have or have held the title on a permanent basis. All other interested applicant(s) must meet the minimum qualifications and be eligible to take the examination when next announce to be considered.*

Department:

Department of Public Works
Bureau of Engineering
177 Hillside Avenue
Greenburgh, NY 10607

Submit Resumes to:

Milagros Cross, Personnel Manager
email: personnel@greenburghny.com
fax: (914) 993-1647

Distinguishing Features of this Class: Under the general supervision of a higher level engineer, this position is responsible for performing professional engineering work involved with the design, planning, estimating and supervision of construction of highways and their related structures, sewers, storm drains, and water mains. An engineer at this level performs work on an independent basis but refers policy decisions or highly difficult engineering problem to the professional engineer supervising or directing the work of the incumbent. Supervision may be exercised over a lower level engineer and/or sub-professional technical and/or clerical employees. Does related work as required.

Examples of Work: See job description following

Minimum Acceptable Training and Experience: Either (a) a Bachelor's Degree in Civil Engineering, Construction Engineering or closely related field, and two (2) years of field and office experience in civil engineering which must have involved design construction or planning of highways, sanitary sewers, storm drains, water mains, or other public works projects. Or (b) a Bachelor's Degree in Civil Engineering Technology, Construction Engineering Technology or closely related field and three (3) years of the work experience as described in (a) above.

Substitution: A Master's Degree in Civil Engineering, Construction Engineering or closely related field may be substituted for one (1) year of work experience described in (a) above.

Special Requirement: Possession of a valid license to operate a motor vehicle in the State of NY.

Job Classification: Competitive

Applications accepted during the announcement period only.

ASSISTANT CIVIL ENGINEER

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher level engineer, this position is responsible for performing professional engineering work involved with the design, planning, estimating and supervision of construction of highways and their related structures, sewers, storm drains, and water mains. An engineer at this level performs work on an independent basis but refers policy decisions or highly difficult engineering problems to the professional engineer supervising or directing the work of the incumbent. Supervision may be exercised over a lower level engineer and/or sub-professional technical and/or clerical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Prepares or assists in the preparation of designs for roads, culverts, storm sewers, retaining walls, structures, and/or other public works projects;

Prepares or assists in the preparation of plans, estimates and specifications for assigned projects;

Prepares written detailed specifications, including description of particular materials in order to satisfactorily and economically perform the function desired;

Supervises construction and inspects construction materials to ensure that work is performed correctly and projects conform to plans and specifications;

Interprets design and specifications for contractors;

Computes and prepares partial and final estimates of payments to contractors;

Coordinates construction projects with other local, county and state government officials, consultants and the general public;

Confers with superior on various engineering and technical problems;

Prepares reports related to work assignments, including progress and inspection reports;

Uses geographical information system (GIS) to view and print data for parcels that are being considered for development and makes adjustments in GIS data layers when upgrades are completed;

Reviews permit applications and prepares communications addressing incomplete application paperwork;

Maintains records related to projects including site plans and permits issued for land disturbance, construction in wetlands, tree removal, etc.;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of civil engineering principles and practices with particular reference to route surveying and design, use of curves and earthworks, and mass diagramming; good knowledge of the practice of specification writing; good knowledge of construction estimating, including relative cost of materials and their useful life; good knowledge of materials selection for roadway surfaces and the treatment of existing surfaces; good knowledge of computer assisted design (CAD) programs; skill in the design of roadways, sewers, storm drains, water mains and related structures; skill in making engineering computations; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as computer assisted design programs, spreadsheets, word processing, e-mail and database software; ability to get along well with others; tact in dealing with public officials, consultants, contractors, the general public and subordinate staff members; accuracy; reliability; resourcefulness; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree* in Civil Engineering, Construction Engineering or closely related field, and two (2) years of field and office experience in civil engineering which must have involved design, construction or planning of highways, sanitary sewers, storm drains, water mains or other public works projects; or (b) a Bachelor's Degree* in Civil Engineering Technology, Construction Engineering Technology or closely related field and three (3) years of the work experience as described in (a) above.

SUBSTITUTION: A Master's Degree* in Civil Engineering, Construction Engineering or closely related field may be substituted for one (1) year of the work experience described in (a) above.

SPECIAL REQUIREMENT: At time of appointment, possession of a valid license to operate a motor vehicle in New York State. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

***SPECIAL NOTE:** Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post- secondary, degree granting institution.

Towns, Villages,
Cities of Rye & Peekskill
J.C.: Competitive
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Job Class Code: 0381