



CATTARAUGUS COUNTY CIVIL SERVICE

HUMAN RESOURCES DEPARTMENT

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

Kristine M. Phinney, Personnel Officer

ASSISTANT ENGINEER

NOW HIRING

ASSISTANT ENGINEER

CATTARAUGUS COUNTY DEPARTMENT OF PUBLIC WORKS

LOCATED IN LITTLE VALLEY, NEW YORK

Cattaraugus County is seeking bridge and highway Assistant Engineers to join the Engineering Division. Based in the historic county seat of Little Valley, NY, the Department of Public Works includes Engineering, Highway, Fleet, and Refuse divisions. Cattaraugus County offers a competitive salary, generous health benefits and inclusion to the New York State Retirement system.

JOB DESCRIPTION

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.

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.

SALARY RANGE & BENEFITS

- Grade 31: \$39.11/hour – \$42.89/hour
- 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

Applications will be accepted until the position has been filled.

Interested applicants must complete a Civil Service Application online or submit paper applications to:

Cattaraugus County Civil Service

303 Court St.

Little Valley, NY 14755

Applications are available at the Cattaraugus County website: www.cattco.gov/jobs.

Cattaraugus County - an Equal Opportunity Employer

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