

CIVIL 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 insures 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. 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. A Civil Engineer does related work as required.

TYPICAL WORK ACTIVITIES:

- Develops plans for the construction of improvement of roads, bridges, landfills, buildings, water and sewer systems and other public facilities;
- Oversees in house operations;
- Prepares project cost estimates;
- 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;
- Writes specifications for projects;
- Inspects construction and maintenance work to ensure conformance with plans and specifications;
- Researches engineering procedures and materials to determine best methods and materials to use for a project;
- Evaluates contractor proposals, negotiates revisions, and participates in securing final approval;
- Supervises the 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 oversee landfill operations;
- May train subordinates in engineering practices.

FULL PERFORMANCE KNOWLEDGES, 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: Either:

1. Graduation from a regionally accredited or New York State registered college or university with at least a Bachelor's Degree in Civil Engineering Technology or closely related field **and** two years of experience performing field engineering for water and wastewater construction or operation, highway construction, or other civil engineering projects which included the regular use of a personal computer to create and maintain correspondence, spreadsheets and plan drafting.

OR

2. Graduation from an accredited two year college with an Associate's Degree in Civil Engineering Technology or closely related field **and** four years of experience performing field engineering for water and wastewater construction or operation, highway construction, or other civil engineering projects which included the regular use of a personal computer to create and maintain correspondence, spreadsheets and plan drafting;

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

CATTARAUGUS COUNTY CIVIL SERVICE

Revised 12/5/85
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