

ASSISTANT CIVIL ENGINEER

DISTINGUISHING FEATURES OF THE CLASS: This is a professional level engineering position in the Jamestown Public Works Department. The work involves responsibility for the design, development, inspection, maintenance, and construction of a variety of city engineering projects. The Assistant Civil Engineer may be in charge of projects in the field or of the design of projects in the office, or conduct field inspections to determine work to be done. The work is performing under the general supervision of the Director or Assistant Director of Public Works with independent judgment exercised in researching different design alternatives and the details of each project. Does related work as required.

TYPICAL WORK ACTIVITIES (illustrative only):

Designs and drafts plans and specifications for highways, storm drainage and sanitary sewer construction projects, determining appropriate pipe size, road profiles, design of retaining and head walls, etc.; Computes cost feasible estimates and estimates of quantity of construction materials needed and determines time schedules for construction projects;
Inspects general construction projects (including materials and installation of materials) and determines if work is in compliance with plans and specifications and monitors work in progress to authorize contractor's payments;
Prepares verbal and written status reports on construction projects in progress;
Acts as liaison between private contractors and Director of Public Works, interprets and enforces city codes, makes changes on plans and drawings, and records all field data;
Supervises field parties engaged in making surveys for providing line and grade for street paving and construction, sewer and water extensions and other standard municipal improvement projects;
Investigates property owners' complaints and recommends corrective action.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles of civil engineering, physics, and mathematics; thorough knowledge of construction and engineering practices; skill in the use of surveying and drafting instruments; ability to make difficult engineering computations and to compile engineering data; ability to read and interpret complex engineering drawings and specifications; ability to draft specifications for engineering projects; highly developed professional ability in the planning and administration of an engineering unit; excellent professional engineering judgment; initiative; resourcefulness; ability to get along well with others; accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Promotional:

City of Jamestown - Candidates must be currently serving and have served permanently in the competitive class as a Junior Civil Engineer for two (2) years on a continuously basis immediately preceding the date of appointment or the date of the written test.

Open Competitive: Graduation from high school or possession of a high school equivalency diploma and Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in degree in civil engineering or civil technology from a regionally accredited or New York State registered college and two years civil engineering experience.

NOTE: *A Master Degree in Civil Engineering may be substituted for one year of the required experience.*

ADDITIONAL REQUIREMENT: Possession of a Professional Engineering (PE) license issued by the State of New York at the time of application, appointment and during service in this classification.

Pay Range: \$72,908 - \$88,513

June 14, 2016

Revised 1/23/2025 (CJAM Promotional Qualifications)