



Provisional Civil Service Appointment Pending Exam

Starting Salary: \$59,464

CSEA Union Benefits

ASSISTANT CITY ENGINEER

GENERAL STATEMENT OF DUTIES: Assists the City Engineer by performing difficult engineering work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is responsible engineering work, involving assisting the City Engineer in the technical planning and carrying out of the engineering program of the City. Works independently, under general supervision of the City Engineer.

TYPICAL WORK ACTIVITIES (Illustrative Only):

- Assists City Engineer with management of major capital improvement programs and projects; and in a variety of related assignments.
- Performs engineering activities and implements goals and objectives of the engineering department to include: drafting and reviewing City ordinances, resolutions, and code revisions; negotiating contracts; managing permitting activities; enforcing City policies and regulations; evaluating operations; making recommendations for improvements or changes; coordinating activities with other departments and agencies; planning projects; assisting in budget preparation; and, participating in the development of capital improvement budgets.
- Assists with the design and management of the public works engineering and construction projects to include preparing and/or approving studies, contract documents, plans and specifications, cost estimates, investigations, evaluations, reports, invoice approval, change orders, and other documents.
- Oversees and may assist in performing public works and construction project management, including inspection activities of construction in the public right-of-way; reviewing private development projects for compliance with engineering practices and City standards and reviewing subdivision plats and improvement plans.
- Receives and responds to public complaint requests by acting as a liaison with citizens and other departments, resolving or facilitating resolution on construction related conflicts and recommending alternative courses for action/implementation.

- Completes and maintains records and files, prepares reports and may give presentations to the City Council.
- Performs other duties as assigned.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of standards and practices governing Public Works and Right-of-Way;
- Knowledge of standard civil engineering practices;
- Knowledge of inspection and testing procedures
- Knowledge of federal, state and local laws, codes and regulations;
- Knowledge of construction techniques and activities;
- Knowledge of surveying principles and practices.
- Knowledge of administration principles, including implementing goals and objectives.
- Knowledge of strategic planning theories and principles;
- Knowledge of Project Coordination;
- Ability to prepare engineering drawings and designs;
- Ability to apply project management techniques;
- Ability to prepare clear and concise reports;
- Ability to perform complex mathematical calculations;
- Ability to prepare cost estimates;
- Ability to use surveying and other operating equipment;
- Ability to perform standard testing;
- Ability to use computers and related software applications;
- Ability to read, review and interpret plans, drawings and specifications;
- Ability to communicate effectively with supervisor, coworkers and the general public;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS TO APPLY: Either;

- A. Bachelor's Degree from a College or University recognized by the State of New York with a degree in Engineering, Engineering Technology, or closely related field, **or**;
- B. Associate's Degree from a College or University recognized by the State of New York with a degree in Engineering, Engineering Technology, or closely related field and two years of responsible engineering experience, **and**;
- C. Possession of a valid New York State driver's license on appointment and throughout tenure.

Interested candidates should submit resume with cover letter to mmills@cityofnewburgh-ny.gov by April 15, 2014.

The City of Newburgh is an Equal Opportunity Employer.