



## **EXTENDED FILING PERIOD**

### **Engineering Technician**

**Provisional Appointment – Pending Civil Service Exam**

**Full-Time Position**

**Starting Salary: \$45,422**

**CSEA Benefits Apply**

**Preference in Appointment May be Given to City of Newburgh Residents**

#### **GENERAL STATEMENT OF DUTIES:**

This position is both administrative and technical including the responsibility under the general direction of the City Engineer, Assistant City Engineer and/or City Manager for the day-to-day operation of the Engineering Department. Requires the technical knowledge for performing engineering and surveying field work and drafting. Requires a close working relationship with other City departments. Has responsibility for the safe keeping, preservation and/or revision of all City maps, drawings and pertinent records relating to the water mains, sewer mains, water pollution control facilities, water filtration plant and every installation making up the City's physical components. Serves as a resource person to the public as well as to other City departments.

#### **EXAMPLES OF WORK: (Illustrative Only):**

- Assists in developing maintenance and repair project priorities and schedules;
- Assists in administering the inspection program for City infrastructure;
- Assists in developing general standards for construction;
- Works with other City departments to identify and resolve problems related to City facilities;
- Assists in evaluating proposed City projects for appropriateness and costs;
- Coordinates the activities of contractors, sub-contractors, utilities and others affected by City construction contracts;
- Lays out and draws a variety of plans, profiles and details;
- Makes field inventories and obtains measurements of bridges, sewer infrastructure, water infrastructure, etc.;
- Oversees care and maintenance of Engineering Department equipment, including, but not limited to GPS unit, sewer televising equipment, etc.;
- Establishes and maintains appropriate filing systems to permit the safekeeping and efficient retrieval of information, records and drawings;

- Performs SWPPP inspections and prepares reports for construction sites and storm water management facilities in accordance with regulatory agency requirement/guidelines.
- Working knowledge of mathematics, including algebra, geometry and trigonometry;
- Working knowledge of drafting and surveying, including basic engineering computations;
- Working knowledge of the methods and materials of construction as related to roads, water mains, sewers, drainage, buildings and related structures;
- Ability to collect, analyze and interpret technical data;
- Ability to write clear, comprehensive and informative reports;
- Ability to observe construction and determine compliance with specifications;
- Working knowledge of City's codes, laws, rules, regulations and policies pertaining to Engineering department activities
- Ability to work well with others and on their own;
- Working knowledge of hand and power tools, along with the ability and understanding on how to maintain and repair a wide range of engineering related equipment (i.e.; sewer telemetry, robotic camera, etc.);
- AutoCAD;
- ArcGIS;
- GPS data collection;
- Large format scanning and archiving

**MINIMUM QUALIFICATIONS:**

A. Graduation from a regionally accredited or New York State registered college with an Associate degree in engineering or construction technology or related field;

- OR -

B. Graduation from high school or possession of a high school equivalency diploma and two years' experience assisting an engineering project which shall have involved the use of high school mathematics;

- OR -

C. An equivalent combination of experience and training as outlined by the limits of A and B above.

**SPECIAL REQUIREMENT:**

Possession of a valid driver's license at time of appointment and throughout tenure.

**Send resume with cover letter thru 7/28/17 to  
[mmills@cityofnewburgh-ny.gov](mailto:mmills@cityofnewburgh-ny.gov)**

**The City of Newburgh is an Equal Opportunity Employer .**

6/6/17