JUNIOR CIVIL ENGINEER

GENERAL STATEMENT OF DUTIES: Assists the professional engineering staff by performing basic field and office work in connection with highway construction and maintenance projects; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: These duties involve the performance of basic technical office and field work associated with public works engineering projects. Junior Civil Engineers are supervised by the supervising engineering staff with the degree of supervision depending on the difficulty of the assignment. Assignments may be received orally or in writing and are often of a general nature, thus allowing for the use of independent judgment in the choice of methods and procedures. Incumbents may supervise Engineering Interns and other subordinates on projects and assignments.

EXAMPLES OF WORK: (Illustrative only)

-Operates a transit or level, or serves as rodman, chairman or note keeper on survey parties;
-Makes basic engineering computations and checks the computations of others;
-Inspects contract construction projects for compliance with plans and specifications;
-Plots field surveys, topographical maps, and cross sections;
-Makes field tests of construction materials;
-Assists in drafting construction plans and right-of-way maps;
-Receives training in the design of highway, bridges and other engineering projects;
-Checks proposed design criteria and estimates on engineering projects;
-Performs a variety of technical engineering tasks in the engineering office;
-Operates a personal computer and related peripheral equipment for technical applications such as computer aided drafting design.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of field engineering and survey work; good knowledge of practices and procedures used in the inspection of public works projects; working knowledge of highway and bridge design; basic knowledge of the principles and practices of civil engineering; initiative; thoroughness; physical condition suitable to the demands of the position.

ACCEPTABLE TRAINING AND EXPERIENCE:

Either -

(A) Graduation from a regionally accredited or New York State registered college with an associate degree in civil engineering technology, surveying technology or a related field;

Or (B) Graduation from high school and three years of experience in engineering work;

Or (C) Any equivalent combination of training and experience.

NOTE: Candidates are required to possess a valid New York State driver's license or suitably demonstrate an ability to meet the transportation requirements of the position at the time of appointment.

Competitive Class
Revised 03/18/2004 Personnel Officer