



TOWN OF GREENBURGH

OFFICE OF THE COMPTROLLER

177 Hillside Avenue, Greenburgh, New York 10607
(914) 989-1600 Fax (914) 993-1630
www.greenburghny.com

JOB ANNOUNCEMENT

Assistant Civil Engineer*

Department of Public Works

Open till filled

Job Group: CSEA

Annual Salary Range: \$69,263 - \$95,061

*This is a tested position for which there is no active list. This is a provisional appointment, only candidates who meet the minimum requirements as listed below may be considered. The successful candidate will be required to sit for the Assistant Civil Engineer exam when it is next announced, pass and be within the top 3 scores in order to be appointed on a permanent basis to serve a probationary period.

If interested: Please submit a cover letter and resume to personnel@greenburghny.com and indicate Assistant Civil Engineer in the subject line of your e-mail.

Under the general supervision of the Senior Civil Engineer/Town Engineer, this position is responsible for performing professional engineering work involved with the design, planning, estimating and supervision of construction of highways and their related structures, sewers, storm drains, and water mains. It is expected the successful candidate is able to perform work on an independent basis but refers policy decisions or highly difficult engineering problem to the professional engineer supervising or directing the work. Supervision may be exercised over a lower level engineer and/or sub-professional technical and/or clerical employees. Does related work as required.

Examples of Work (Illustrative Only):

- Prepares or assists in the preparation of designs for roads, culverts, storm sewers, retaining walls, structures and/or public work projects.
- Prepares or assists in the preparation of plans, estimates and specification for assigned projects.
- Prepares written detailed specifications, including description of particular materials in order to satisfactorily and economically perform the function desired.
- Supervises construction and inspects construction materials to ensure that works is performs correctly and projects conform to plans and specifications.
- Interprets design and specifications for contractors. Computes and prepares partial and final estimates of payments to contractors
- Coordinates construction projects with other local, county and state government officials consultants and the general public.
- Prepares reports related to work assignments, including progress and inspection reports.

- Uses geographical information systems (GIS) to view and print data for parcels that are being considered for development and makes adjustments in GIS data layers when upgrades are completed.
- Reviews permit application and prepares communications addressing incomplete application paperwork.
- Maintains records related to projects including site plans and permits issued for land disturbances, constructions in wetlands, tree removal, etc
- Uses computer applications or other automated systems such as computer assisted design programs (CAD), spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

Minimum Acceptable Training and Experience: Either **(a)** a Bachelor's Degree in Civil Engineering, Construction Engineering or closely related field, and two (2) years of field and office experience in civil engineering which must have involved design construction or planning of highways, sanitary sewers, storm drains, water mains, or other public works projects. Or **(b)** a Bachelor's Degree in Civil Engineering Technology, Construction Engineering Technology or closely related field and three (3) years of the work experience as described in (a) above.

Substitution: A Master's Degree in Civil Engineering, Construction Engineering or closely related field may be substituted for one (1) year of work experience described in (a) above.

Special Requirement: Possession of a valid license to operate a motor vehicle in the State of NY.

Job Classification: Competitive

The Town of Greenburgh is an Equal Opportunity Employer. It is the policy of the Town of Greenburgh to provide for and promote the equal opportunity of employment, compensation, and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, sex, disability, marital status, sexual orientation, or any other protected status.