



**JUNIOR CIVIL ENGINEER**  
**Public Works – Engineering Division**  
**Salary: \$56,975.00**

This is an entry level position in the professional civil engineering series that culminates in titles requiring licensure as a Professional Engineer. Incumbents perform a wide variety of tasks, creatively applying established engineering methods and theories, in areas including highway design, drainage system design, simple bridge design, surveying, computations of quantities and right of way easements. The work is typically performed as part of a larger project under the direction of an Assistant Civil Engineer who is acting as project manager. While the incumbent may be asked to suggest alternatives or solutions to problems as part of the overall learning process, authority for such decisions rests with the project manager. The position differs from Senior Engineering Aide in that it is expected to be able to apply engineering knowledge and experience to investigate, analyze and suggest sound alternatives as opposed to carrying out routine technical assistance work in areas such as surveying, computations and inspections. Depending on assignment, incumbents may supervise a small group of employees or may assign and review work of subordinates on certain projects. This is a provisional position pending a future civil service examination.

**TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title. Under the direction of a higher level engineer, assists in overall project development and management by performing assigned tasks in such areas as preparing preliminary status reports, preparing designs and cost estimates, obtaining state and federal permits, coordinating work with contractors and municipalities, inspecting work for conformance with specs and accepted standards, and reviewing requests for payment; uses and supervises the use of instruments in making observations, gathering and recording engineering data; may act as survey party chief, directing collection of data for computation of quantities relative to contractors' pay estimates and traffic control surveys; uploads collected field data for use in computer-aided design and drafting; performs computer-aided design and drafting of construction plans, profiles, typical sections, structural details and construction notes under the guidance of an engineer; revises drawings as necessary to complete final drawings; instructs lower level employees in the use of computer-aided design software; supervises and inspects construction and maintenance work on highways and bridges; inspects construction materials to see that they conform to specifications; prepares progress reports, keeps records of work done and changes in plans and specifications; performs and checks design computations, estimates and plans of other engineers; under the guidance of an engineer, performs project management and consultant management duties; reviews work permit applications, inspects related field locations and submits findings to higher ranking engineer for consideration; periodically inspects previously authorized permit work to ensure conformance with permit conditions and maintains permit files and related records; investigates traffic conditions and reports information and recommendations to higher ranking engineer; may oversee the work of engineering technicians or survey party members and assist with their training; prepares various project related correspondence, reports and other documentation.

**MINIMUM QUALIFICATIONS:**

- EITHER: (A) Graduation from an ABET-Accredited college or university with a Bachelor's degree in Civil Engineering;
- OR: (B) Graduation from an ABET-Accredited college or university with an Associate's degree in Civil Engineering Technology or a closely related field and three (3) years of full-time work experience comprised of at least three (3) of the following (5) areas: engineering estimating, engineering surveying, highway design, highway inspection or highway construction engineering;
- OR: (C) Possession of an Engineer in Training Certificate;
- OR: (D) An equivalent combination of training and experience as indicated in (A) and (B) above.

**SPECIAL REQUIREMENT:**

A department head may require the possession of a valid driver's license at time of appointment.

**FINGERPRINTING:** A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

For immediate consideration, submit an application on or before April 27, 2018 to:

Dutchess County Department of Human Resources  
22 Market Street, Poughkeepsie, NY 12601  
Phone: 845-486-2169  
Website: [www.dutchessny.gov](http://www.dutchessny.gov)  
An EEO/AA Employer

