



**SENIOR ENGINEERING AIDE**  
**Public Works – Engineering Division**  
**Salary: \$46,666.00 (2019 Salary)**

This is a provisional appointment pending a future civil service examination. This is a technical position in the Engineering division of the Department of Public Works. Incumbents in this class perform moderately difficult but not professional civil engineering duties involved in highway related projects. Work generally involves duties such as gathering information or inspecting work for conformance to plans. The work is carried out in accordance with established procedures and involves some but not all duties related to surveying, design, inspection, traffic and permits. The class differs from that of Engineering Aide by virtue of higher level technical responsibilities and greater independence. Work is performed under the general supervision of a higher level employee. Direction or daily oversight of lower level employees may occasionally be required.

**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. Makes office computations in connection with the reduction and plotting of field survey notes; checks computations of others; operates instruments such as electronic total station, GPS survey station and level, and equipment such as level rod, laser prism target, GPS rover backpack, rod, measuring tape and hand level on a survey party; assists in the uploading of 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; conducts highway facility inventories, makes periodic inspections and maintains records of information such as category, type and location for highway elements such as signs, guide rails, culverts, etc.; under the guidance of an engineer prepares or checks design calculations for drainage structures, roadway alignments, structural elements, etc.; inspects construction projects for conformance to plans and specifications governing the work, including the use of proper materials and procedures, and makes reports of such inspections; investigates field conditions for review of work permit applications; conducts periodic inspections of work authorized by permits and reports findings; sets traffic counters, gathers field data and tabulates vehicle volumes and performs traffic studies under the guidance of an engineer; drafts and traces property and acquisition maps; under the guidance of an engineer, prepares or checks engineering estimates; may compile and prepare reports.

**MINIMUM QUALIFICATIONS:**

**EITHER:** (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree or higher in engineering technology, mathematics, physics or a related field;  
**OR:** (B) Current Level II or higher Certification in Civil Engineering Technology from the National Institution for Certification in Engineering Technologies.

**SPECIAL REQUIREMENT:**

Possession of a valid New York State Motor Vehicle Operator License at time of appointment and to maintain position.

**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 January 18, 2019 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

Posted: 12/17/18

