



Office of Personnel and Civil Service Job Announcement Please Post Conspicuously

Michael Mascarenas
County Manager

Shaun Gilliland
Chairman of the Board

TITLE: **ASSISTANT CIVIL ENGINEER**
(Provisional * Appointment)

SALARY: \$ 33.62 /HR.
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay.

LOCATION: Essex County Department of Public Works, Lewis.

BENEFITS: Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 40 Hours work weeks (Monday-Friday).

JOB SUMMARY: The work involves responsibility for performing professional engineering tasks of a moderately difficult caliber involving exercise of engineering judgment on a variety of projects. The employee may be in charge of projects in the field or of the design of projects in the office, or in some special phase of engineering or public works activities both in the field and office. Assignments are received from the County Highway Superintendent who outlines the scope of work to be performed, although the incumbent uses independent judgment in planning work details and making engineering decisions on routine problems. An incumbent gives advice, instruction and supervision on difficult technical problems to construction foremen and crew members. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Either:

- (a) Possession of a Bachelor's Degree in Civil Engineering and two years of engineering experience; or
- (b) Possession of an Associate's Degree in Civil Engineering Technology or a related technical field and four years of experience in engineering, construction planning or related technical field; or
- (c) Graduation from high school or possession of a high school equivalency diploma and eight years of experience assisting in engineering or construction planning or related technical field; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

(OVER)



Essex County Dept. of Personnel & Civil Service

Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



essexcountyny.gov/personnel-and-civil-service



518.873.3360

Essex County is an Equal Opportunity Employer

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS:

Candidates must be eligible for appropriate New York State driver's license

Note: *Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.*

Additional Information: Qualified candidates will be subject to a Civil Service examination to be announcement at a later date. Applications will be accepted until the closing date for the examination. Persons seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

****The term provisional means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.***

Posting Date: January 19th, 2024

Application Deadline: January 29th, 2024



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