

Department: Department of Public Works
Classification: Competitive
Grade: 11

SPEC DISK F2
DOCUMENT 58

ENGINEERING ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing a wide range of administrative tasks related to the correspondence, filing, calendar management, work coordination, customer service, information gathering, compilation of reports, etc. in a professional office with Engineers. The work is of a clerical nature and is performed under the general direction of the Superintendent of Public Works and the direct supervision of the Environmental Manager. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists engineering staff in day to day responsibilities for project organization, meeting coordination, reviewing documents and correspondence;
Responsible for the structure of filing, project tracking and cost allocations for projects and asset management for which the engineering department is in responsible charge;
Responsible for compliance monitoring of DPW project funding requirements, legal requirements, technical requirements and schedule requirements;
Composes and distributes meeting notes and correspondence;
Works with the engineering staff to manage the efficient compilation, updating and posting of the Essex County Road Map;
Creates, maintains and enters information on projects into spreadsheets, Smart Sheets or other project tracking and data base applications;
Completes forms and permits with direction from engineering staff;
Supervises billing responsibilities for the engineering staff;
Manages engineering bid sets, contract administration with engineering project managers by obtaining paperwork from contractors for compliance with County Purchasing and funding agency requirements;
Answers phone for DPW as well as engineering staff;
Manages the annual NYS DOT road mileage report;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principals and practices of the engineering staff, including knowledge of the methods and procedures, organization, reporting and communications of the principals and techniques used; thorough knowledge of the office terminology, procedures and equipment used to assist the engineering staff; good knowledge of statistical techniques, particularly in relation to the collection and tabulation of raw data, ability to organize and lay out work for others, ability to get along well with subordinates and others and to secure their cooperation; ability to demonstrate responsibility and resourcefulness in the solution of complex administrative tasks; dependability, tact and courtesy.

PROMOTION QUALIFICATIONS:

Three (3) years of permanent competitive status as an Administrative Assistant or a Senior Account Clerk in the Essex County Department of Public Works.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business Administration or related field and three (3) years of paid office experience in a public or private business; or
- (b) Graduation from high school or possession of a high school equivalency diploma and five (5) years of paid office experience in a public or private business; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: Related education beyond high school can be substituted for experience on a year-to-year basis.

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