

# Essex County Announces

An Anticipated Vacancy for EITHER:

*Assistant Civil Engineer*

OR

*Senior Civil Engineer*

OR

*Project Manager*

OR

*Assistant Project Manager*

Essex County does not Discriminate the Handicapped in Employment or the Provision of Services  
Essex County is an Equal Opportunity Employer

For further information contact  
ESSEX COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE  
Essex County Government Center  
7551 Court Street - P.O. Box 217  
Elizabethtown, New York 12932 Tel: 873-3360  
[www.co.essex.ny.us/jobs.asp](http://www.co.essex.ny.us/jobs.asp)

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**VACANCY: ESSEX COUNTY DEPARTMENT OF PUBLIC WORKS**

**BASE SALARY:** Assistant Civil Engineer: \$63,575.38/YEAR;

Senior Civil Engineer: \$68,575.38/YEAR;

Project Manager: \$31.74/HR. (Hired Prior to 2009); \$28.56/HR. (Hired After 2009);

Assistant Project Manager: \$26.66/HR. (Hired Prior to 2009); \$23.99/HR. (Hired After 2009)

**DISTINGUISHING FEATURES OF THE CLASS- ASSISTANT CIVIL ENGINEER:** 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-ASSISTANT CIVIL ENGINEER: Either**

- (a) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in Civil Engineering and two years of engineering experience; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an associate degree in Civil Engineering Technology or a related technical field and four years of experience in engineering, construction planning or related technical field; or

(OVER)



(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).

**SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS FOR ASSISTANT CIVIL ENGINEER:**

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

**DISTINGUISHING FEATURES OF THE CLASS-SENIOR CIVIL ENGINEER:** The work involves responsibility for performing responsible and difficult professional engineering work in the design, investigation, control, maintenance, construction and operation of engineering projects. This is professional engineering work of a high caliber involving the exercise of independent judgment based on knowledge of both theory and practice and entailing considerable responsibility. The work involves the supervision of varying numbers of professional and non-professional employees by laying out tasks, giving instructions as to required procedures, and making such checks on completion of work as are necessary to insure proper performance. Major technical problems or policy problems are discussed with a superior before taking action. Work is reviewed by the City Engineer through discussion and inspection principally for determining general progress. The incumbent does related work as required.

**MINIMUM QUALIFICATIONS-SENIOR CIVIL ENGINEER: Either:**

(a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in engineering and four years of engineering experience; or

(b) Graduation from high school or possession of a high school equivalency diploma and twelve years of experience assisting in engineering work; or

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

**NOTE:** *One year of graduate study in engineering may be substituted for one year of required experience.*

**DISTINGUISHING FEATURES OF THE CLASS-PROJECT MANAGER:** The work involves responsibility for performing a wide range of technical work including the application of standard engineering principles and practices to a variety of public works engineering projects and assignments. The position involves significant responsibility for planning and coordinating activities of engineering teams, construction crews, contractors and vendors. Assists in the development of work programs and schedules for effective and productive use of County resources. The work is performed under the general supervision of the Environmental Manager with leeway allowed for the use of independent judgment according to established procedures and policies. Does related work as required.

**MINIMUM QUALIFICATIONS-PROJECT MANAGER: Either:**

(a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in civil engineering, construction management or closely related field and four (4) years of experience in civil engineering technology or construction management; or

(b) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in civil engineering or closely related field and six (6) years of experience in civil engineering technology or construction management; or

(c) Graduation from high school or possession of a high school equivalency diploma and eight years of experience in civil engineering technology or construction management; or

(d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

**(OVER)**

**SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS FOR PROJECT MANAGER:**

Candidates must possess and maintain appropriate New York State driver's license.

**DISTINGUISHING FEATURES OF THE CLASS-ASSISTANT PROJECT MANAGER:** The work involves responsibility for performing a wide range of technical work including the application of standard engineering principles and practices to a variety of public works engineering projects and assignments. The position involves significant responsibility for planning and coordinating activities of engineering teams, construction crews, contractors and vendors. Assists in the development of work programs and schedules for effective and productive use of County resources. The work is performed under the general supervision of the DPW Superintendent with leeway allowed for the use of independent judgement according to established procedures and policies. Does related work as required.

**MINIMUM QUALIFICATIONS-ASSISTANT PROJECT MANAGER: Either:**

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in civil engineering, construction management or closely related field and one (1) year of experience in civil engineering technology or construction management; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in civil engineering or closely related field and three (3) years of experience in civil engineering technology or construction management; or
- (c) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience in civil engineering technology or construction management; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c)

**SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS FOR ASSISTANT PROJECT MANAGER:**

Candidates must possess and maintain appropriate New York State driver's license.

**LAST DATE TO SUBMIT APPLICATIONS FOR PROVISIONAL  
APPOINTMENT IS MARCH 8<sup>TH</sup>, 2021**

QUALIFIED CANDIDATES WILL BE SUBJECT TO A CIVIL SERVICE EXAMINATION TO BE ANNOUNCED AT A LATER DATE. APPLICATIONS WILL BE ACCEPTED UNTIL THE ANNOUNCED CLOSING DATE FOR THE EXAMINATION. PERSONS SEEKING EMPLOYMENT WITH ESSEX COUNTY SHALL BE REQUIRED TO SUBMIT TO FINGERPRINT BACKGROUND CHECK, DRUG AND ALCOHOL SCREENING AND TESTING, AS WELL AS A PRE-EMPLOYMENT PHYSICAL.

FOR APPLICATIONS AND INFORMATION, CONTACT THE ESSEX COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE, ELIZABETHTOWN, NY 12932.

**02/25/2021**