

## ASSOCIATE CIVIL ENGINEER

**GENERAL STATEMENT OF DUTIES:** Assists the professional engineering staff by performing field and office work in connection with highway construction and maintenance projects; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** These duties involve the performance of more complex technical office and field work in connection with public works engineering projects. Associate Civil Engineers receive supervision from higher level engineers and assignments are often more complex than those of Junior Civil Engineers. Supervision is exercised over Junior Civil Engineers and Interns.

**EXAMPLES OF WORK:** (Illustrative only)

- Conducts field investigations and preliminary highway and bridge surveys;
- Makes basic engineering computations and checks the computations of others;
- Layouts, inspects and reports on construction and maintenance projects;
- Insures that materials and workmanship on construction projects meet required standards;
- Conducts final surveys on contract construction projects;
- Assists in the design and preparation of plans and specifications for highway and bridge construction projects;
- Assists with the preparation of cost estimates and time schedules for construction projects;
- Checks proposed design criteria and estimates on engineering projects;
- Prepares maps and descriptions necessary for right-of-way acquisition;
- Performs a variety of technical engineering tasks in the engineering office;
- Operates a personal computer and related peripheral equipment for technical applications such as computer aided drafting design.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Good knowledge of the principles and practices of civil engineering; good knowledge of modern methods of highway and bridge design and construction; ability to draw plans and specifications, make engineering computations, and design public works projects; ability to plan, assign and supervise the work of others; initiative; thoroughness; good physical condition.

**ACCEPTABLE TRAINING AND EXPERIENCE:**

**Promotion:** One year of experience as a Junior Civil Engineer.

**Open Competitive:**

**Either -**

(A) Graduation from a regionally accredited or New York State registered college with an associate degree in civil engineering technology, surveying technology, or a related field;

**Or (B)** Graduation from high school and two years of experience in engineering work.

**NOTE:** Candidates are required to possess a valid New York State driver's license or suitably demonstrate an ability to meet the transportation requirements of the position at the time of appointment.

Competitive Class

Revised 09/17/1999 Personnel Officer

Revised 03/01/2023 PO