

TOWN OF CLARENCE  
ONE TOWN PLACE, CLARENCE, NEW YORK 14031

# JOB OPENING

## Engineering Department

THE TOWN OF CLARENCE IS AN EQUAL OPPORTUNITY EMPLOYER

### PRINCIPAL ENGINEER ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting civil/sanitary engineers by compiling data, making surveys and inspections, preparing drawings, reviewing engineering submittals, assisting in evaluations, and assisting in designs. The incumbent performs the most difficult, complex and responsible pre-professional engineering tasks. Work is performed under the general supervision of a civil/sanitary engineer. Supervision is exercised over a small number of personnel performing either field or office tasks. Does related work as required.

#### TYPICAL WORK ACTIVITIES:

Prepares drawings, maps, tracings, specifications and other graphic presentations of projects and programs;  
Participates in and/or compiles data for survey parties and engineers;  
Makes engineering computations, both manually and through the use of a computer;  
Searches records for data on properties, easements, rights of way and the like;  
Assists in construction project layouts;  
Makes inspections of projects and programs, reviewing findings with an engineer;  
Makes routine tests and compiles data;  
Represents the engineer on construction projects;  
Carries out tests of materials to ensure conformance to specifications;  
May be required to perform routine computer operation and programming;  
Prepares drawings and maps utilizing a computer.  
Performs other engineering tasks associated with the review, evaluation, design, and/or construction of projects.

#### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of engineering field and survey principles and techniques; thorough knowledge of mathematics as applied to engineering work; working knowledge of principles and techniques of civil engineering; ability to understand and follow detailed oral and written instructions; ability to perform difficult mathematical computations rapidly and accurately; ability to plan and supervise the work of others; industry; dependability; initiative and resourcefulness; sound professional judgement; capable of performing the essential functions of the position with or without reasonable accommodation.

#### MINIMUM QUALIFICATIONS:

- A.) Completion of a minimum of 60 semester credit hours of study at a regionally accredited or New York State registered four (4) year college or university, which includes 16 semester credit hours in Civil, Environmental, Mechanical, Sanitary or related Engineering Technology or Construction Management;  
or:
- B.) Graduation from high school or possession of a high school equivalency diploma and two (2) years of practical experience in civil, environmental, mechanical, sanitary or related engineering field or construction experience primarily concerned with subsurface utilities; or:
- C.) An equivalent combination of training and experience as defined by the limits of (A) and (B).

#### SPECIAL REQUIREMENT:

If assigned to the Highway Division of the Department of Public Works, must possess a NICET Level II certificate in Highway Construction, Design, Maintenance or Survey issued by the National Institute for Certification in Engineering Technologies at the time of permanent appointment.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.