

GENESEE COUNTY

SENIOR ENGINEERING TECHNICIAN (HELP Program)

DISTINGUISHING FEATURES OF THE CLASS: These duties involve the performance of moderately complex technical engineering duties such as supervising field survey parties, estimating supplies and materials needed for projects; maintaining cost control and inventory records, performing field inspections, drafting plans and maps and preparing reports. A Senior Engineering Technician may also be assigned to make recommendations regarding bridge and road projects and to assist in preparing operating budgets. The work is performed under the general supervision of the Superintendent of Highways or his/her designee with a considerable degree of independence permitted for the exercise of independent judgment in carrying out assignments. Supervision may be exercised over Engineering Technicians and other subordinate personnel. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Supervises and coordinates survey work;
Establishes and maintains accurate records of road and bridge programs for the purpose of achieving cost controls;
Assists in preparing annual operating budgets;
Prepares cost estimates and check lists for proposed projects;
Serves as chief of field survey parties;
Makes regular reports to the County Superintendent of Highways or his/her Designee on the progress of projects;
Drafts engineering plans from sketches, computations, grade lines and base maps;
Establishes and maintains inventories of highway and bridge materials, ordering additional supplies when needed;
Prepares or traces property maps and makes necessary revisions to reflect changes;
Keeps necessary files/information on computerized program(s).

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL

CHARACTERISTICS: Good knowledge of engineering field and survey work; good knowledge of the use of computers and the use of drafting instruments and mathematical tables including trigonometric calculations; ability to interpret engineering maps, blue-prints and sketches; ability to perform moderately difficult surveying and drafting duties with a high degree of accuracy; ability to do sub-professional engineering work and prepare reports; ability to understand and carry out complex oral and written instructions; initiative and resourcefulness.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee constantly is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

MINIMUM QUALIFICATIONS: EITHER:

- A. Possession of an Associate's degree or higher from a regionally accredited or NYS registered college or university in Engineering Technology or a closely related field;

OR:

- B. Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education AND satisfactory completion of a minimum of 60 semester credit hours at a regionally accredited or NYS registered college or university with a four year course leading to a Bachelor's Degree in Civil Engineering;

OR:

- C. Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education. AND two (2) years of full-time, paid experience assisting in civil engineering work;

OR:

- D. Any equivalent combination of training and experience as defined by the limits of A, B, or C.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession of an appropriate valid NYS 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.

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All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Non-competitive Class
Adopted 6/21/24-12/31/24