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

JOB OPENING

Engineering Department

THE TOWN OF CLARENCE IS AN EQUAL OPPORTUNITY EMPLOYER

Civil Engineer - Provisional

DISTINGUISHING FEATURES OF THE CLASS:

The work involves performing engineering duties and liaison work in connection with the design, construction and maintenance of municipal projects. Work is performed under the supervision of a higher-ranking engineer who assigns duties and reviews results through conference and inspection. Supervision may be exercised over engineering and drafting personnel, survey parties and project inspectors. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Computes pipe analysis in main extensions and service connections
- Leads a field survey party
- Prepares field notes of survey work and prepares rough sketches for entry on final plates of system
- Receives, reviews and processes requests for utility extensions and service connections
- Works with accounting division in preparing bills for contractors and consumers
- Assists in making project cost estimates
- Inspects construction in progress for adherence to specifications and for recommending changes in plans for specifications
- Assists the legal division by preparing maps and other data for easements
- Assists in supervising the maintenance of a variety of equipment used in the division
- May be assigned to supervise the maintenance of buildings, grounds and other properties of the municipality
- Witness and/or assists in the conduct of field tests
- Supervises engineering crews and construction inspectors
- Supervises the plotting of utilities and related information on permanent system maps
- Confers with developers on utility layouts, extensions, service connections, their cost, timing of construction and related maters
- Assists in the preparation of specifications and bid documents for work to be done by contractors including preliminary cost estimates

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of mathematics, physics and properties of materials as applied to engineering; through knowledge of engineering construction, survey, inspection practices and the sources of engineering information; thorough knowledge of the recommended standards for the design of water distribution and sanitary sewer systems; skill in the use of drafting and surveying instruments; ability to use mathematical tables; ability to read and interpret engineering drawings and specifications; ability to plan, organize and supervise the work of subordinates; ability to prepare clear and accurate technical reports; ability to get along well with others; ability to follow specific and detailed instructions; sound professional judgment; mental alertness; initiative; willingness to learn; physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree in Civil Engineering and three (3) years of experience in the civil engineering field; or:

B) Graduation from a regionally accredited or NYS registered two (2) year college or university with an Associate's degree in Civil Technology and five (5) years of experience in the civil engineering field; or:

C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

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

Date Posted: Sept. 12, 2013 **Salary Range: $39,914 - $46,958**