



## Assistant Civil Engineer II (Design)

Dutchess County Department of Public Works

2024 Salary Range: \$94,438-106,850 (salary will commensurate with experience)

This is a provisional position in the Dutchess County Department of Public Works pending a future Civil Service Exam. This is a professional level engineering position in the Engineering Division of the Department of Public Works. The incumbent is responsible for performing and overseeing design work on county construction and reconstruction projects involving roads, bridges and drainage facilities. In addition, the incumbent provides training and instruction to the engineering staff, especially in the area of design. Assignments and duties may also include construction supervision, project and consultant management, and subdivision review. This position differs from the Assistant Director of Engineering in the fact that it concentrates primarily on design work, while the Assistant Director of Engineering generally oversees all aspects of the Engineering Division and performs administrative backup functions for the Director of Engineering. General supervision and administrative direction is received from the Director and Assistant Director of Engineering. Supervision is exercised over staff assigned to design duties.

### **TYPICAL WORK ACTIVITIES:**

Researches, develops and designs complete technical plans and specifications for the construction, reconstruction and repair of County owned and maintained bridges; researches, designs and develops complete technical plans and specifications for the construction and reconstruction of county roads; investigates, designs and prepares construction documents for drainage systems and culverts; provides technical assistance, training and instruction to lower ranking engineers as to how a project is evaluated and to initiate the design work and development of specifications in order to complete a project ready for bid; performs field inspections to evaluate project needs, or to ensure project is in conformance with plans and specifications; manages consultant activities for design and construction projects; acts as engineer-in-charge for county transportation construction projects; meets with project engineers and administrative staff to discuss parameters of assigned projects; conducts field investigations, traffic and accident studies, gathers pertinent information, and prepares preliminary project status reports; coordinates work with utility companies, contractors, home owners, municipalities and state and federal agencies.

### **MINIMUM QUALIFICATIONS:**

- EITHER: (A) Licensed NYS Professional Engineer with a current registration;  
OR: (B) Eligibility to sit for the National Council of Examiners for Engineering and Surveying (NCEES) Professional Engineer (PE) exam. Information on how to apply for the exam can be found on the [NCEES](http://www.ncees.org) website;  
OR: (C) Proof of applicant's ability to obtain a New York Professional Engineer license through reciprocity.

### **SPECIAL REQUIREMENT:**

1. Applicant must pass PE exam by the completion of probation to remain in the position.
2. Possession of a valid Driver License to operate a motor vehicle in New York State at the time of application and to maintain the position.

**NOTE:** Applicant must submit a copy of their current NYS Professional Engineer License, proof of eligibility to sit for the PE exam from NCEES or that they have submitted the necessary paperwork to NYS requesting reciprocity for a license issued outside NYS at time of application.

**FINGERPRINTING:** A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

**For immediate consideration, submit an application on or before 10/11/24**

Apply online at [www.dutchessny.gov/jobs](http://www.dutchessny.gov/jobs),

OR

Download an application from [www.dutchessny.gov/jobs](http://www.dutchessny.gov/jobs),

and mail it to the Dutchess County Department of Human Resources, 22 Market Street,

Poughkeepsie, NY 12601

An EEO/AA Employer

Posted: 9/20/24