



DUTCHESS COUNTY DEPARTMENT OF HUMAN RESOURCES ANNOUNCES A
PROMOTION EXAMINATION FOR:

Title: Junior Civil Engineer

Number: 70036370

Salary: \$76,372-93,050 – Dutchess County (2026 Salary)

Date of Examination: 09/19/2026

Applications Accepted Until: 08/20/2026

Applications postmarked 08/20/2026 will be accepted.

Applications accepted until 4:30 p.m. Monday through Friday.

Administration of an exam does not imply a vacancy exists.

A \$15.00 fee and examination application are required for each separately numbered examination: Application processing fee is payable by check, money order or credit card. Cash is **NOT** accepted. Check or money order must be made payable to “Commissioner of Finance” with the examination number and title indicated on the check or money order. The fee may be waived for candidates meeting certain criteria. See application for more details regarding fee waiver. **Read the announcement carefully; the application processing fee will NOT be refunded to disapproved applicants.**

NOTE: When applying for both open competitive and promotion exams for the same title, the promotion exam fee will be waived **ONLY** after the open competitive exam application is submitted with the appropriate processing fee.

VACANCY: The eligible list established as a result of this exam will be used, when appropriate, to fill vacancies as they occur in the Dutchess County Department of Public Works.

MINIMUM QUALIFICATIONS FOR EXAMINATION: On or before September 19, 2026, employees must meet the promotion qualifications listed below:

Candidates must be permanently employed by the County of Dutchess in the title of Senior Engineering Aide for a period of two (2) years in the competitive class immediately preceding the date of exam.

NOTE: According to Civil Service Law, section 52.10(a) which became effective September 4, 2024, time served provisionally immediately preceding permanent appointment shall count towards meeting the time in title and the employee shall be eligible to take the promotion examination.

DUTIES: This is an entry level position in the professional civil engineering series that culminates in titles requiring licensure as a Professional Engineer. Incumbents perform a wide variety of tasks, creatively applying established engineering methods and theories, in areas including highway design, drainage system design, simple bridge design, surveying, computations of quantities and right of way easements. The work is typically performed as part of a larger project under the direction of an Assistant Civil Engineer who is acting as project manager. While the incumbent may be asked to suggest alternatives or solutions to problems as part of the overall learning process, authority for such decisions rests with the project manager. The position differs from Senior Engineering Aide in that it is expected to be able to apply engineering knowledge and experience to investigate, analyze and suggest sound alternatives as opposed to carrying out routine technical assistance work in areas such as surveying, computations and inspections. Depending on assignment, incumbents may supervise a small group of employees or may assign and review work of subordinates on certain projects.

EXAMPLES OF WORK (Illustrative Only): Under the direction of a higher level engineer, assists in overall project development and management by performing assigned tasks in such areas as preparing preliminary status reports, preparing designs and cost estimates, obtaining state and federal permits, coordinating work with contractors and municipalities, inspecting work for conformance with specs and accepted standards, and reviewing requests for payment; Uses and supervises the use of instruments in making observations, gathering and recording engineering data; May act as survey party chief, directing collection of data for computation of quantities relative to contractors' pay estimates and traffic control surveys; Uploads collected field data for use in computer-aided design and drafting; Performs computer-aided design and drafting of construction plans, profiles, typical sections, structural details and construction notes under the guidance of an engineer; revises drawings as necessary to complete final drawings; Instructs lower level employees in the use of computer-aided design software; Supervises and inspects construction and maintenance work on highways and bridges; Inspects construction materials to see that they conform to specifications; Prepares progress reports, keeps records of work done and changes in plans and specifications; Performs and checks design computations, estimates and plans of other engineers; Under the guidance of an engineer, performs project management and consultant management duties; Reviews work permit applications, inspects related field locations and submits findings to higher ranking engineer for consideration; Periodically inspects previously authorized permit work to ensure conformance with permit conditions and maintains permit files and related records; Investigates traffic conditions and reports information and recommendations to higher ranking engineer; May oversee the work of engineering technicians or survey party members and assist with their training; Prepares various project related correspondence, reports and other documentation.

SUBJECT OF EXAMINATION: A test designed to evaluate knowledge, skills and/or abilities in the following areas:

Principles and practices of civil engineering

These questions test for knowledge of engineering concepts and their practical applications to the construction, operation and maintenance of public works projects, including roadways, bridges, buildings, water and sewage systems and similar types of infrastructure.

Engineering plans, specifications and estimates

These questions test for knowledge of and the ability to read and interpret construction drawings and technical specifications, and for the ability to calculate cost and quantity estimates from technical presentations and/or engineering and construction drawings. Knowledge of estimating techniques and the proper method of construction for specified projects will be required.

Methods and materials of construction

These questions test for knowledge of the proper procedures and materials used in the construction, maintenance and repair of various types of public works projects, including such typical construction work as excavations, roadways, embankments, and building and related structural improvements.

Surveying principles and practices, including map interpretation

These questions test for knowledge of the concepts, computations and proper procedures involved in performing surveys for construction projects and land areas, including the use of theodolites, total stations, automatic levels and other contemporary field survey equipment; and for the ability to read, analyze and perform technical computations based on site plans and topographic and survey maps.

Test guide:

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available online at:

<https://www.cs.ny.gov/testing/testguides.cfm>.

The use of calculators is **RECOMMENDED** for this exam.

APPLY ONLINE AT WWW.DUTCHESSNY.GOV/JOBS

SEE REVERSE

IMPORTANT*****

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ISSUED: 07/31/2026

FOR ADDITIONAL EXAMINATION INFORMATION OR TO APPLY ONLINE VISIT OUR WEBSITE
AT <https://dutchess-portal.mycivilservice.com/> or dutchessny.gov/jobs

When the examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23.2 of the Civil Service Law, the administration of this examination, including rating and review, is governed by the provisions of the New York State Civil Service Rules and Regulations.

SENIORITY shall be computed from the date of original permanent appointment in the classified service.
One point for each creditable five-year period up to a maximum of five points as follows:

Less than 1 year-----	0 points	Over 11 years up to 16 years-----	3 points
1 year up to 6 years-----	1 point	Over 16 years up to 21 years-----	4 points
Over 6 years up to 11 years-----	2 points	Over 21 years up to 26 years-----	5 points

Transfer from service in other government units within New York State shall be included in computing seniority.

GENERAL INFORMATION - PROMOTIONS

The position the promoted individual vacates will only be filled on a temporary basis or contingent permanent basis pending the satisfactory completion of their probationary period. At any time during the probationary period the employee can return to the position that he or she was promoted from.

RETURNED CHECK FEE: A \$20.00 fee will be required for all returned checks. Failure to submit the returned check fee will disqualify you from the exam in which you participated.

FINGERPRINTING: An appointing authority may require a fingerprint supported background investigation before appointment. The candidate may be responsible for paying any associated fees with this service.

MULTIPLE EXAMINATIONS: If you are applying for civil service examinations offered by other government jurisdictions (New York State, another county, city, etc.) that are being held on the same date as this examination, you must make arrangements to take all examinations at one test site. Note: If you have applied for both New York State and Dutchess County examinations, you must take all examinations at the State site. **You are required to complete and return a Cross-File Form, available on the Dutchess County website www.dutchessny.gov, to the Dutchess County Department of Human Resources no less than two (2) weeks prior to the examination date.** Failure to provide such information within this time frame may result in disqualification from one or more examinations.

ALTERNATE TEST DATES may be arranged upon review of documented circumstances in accordance with established policy. Such arrangements must be made prior to the exam except for emergency situations or active military service.

RELIGIOUS ACCOMMODATION: – If you cannot take the test on the announced test date (most written exams held on Saturdays) due to a conflict with a religious observance or practice, indicate this on your application. You will be granted an alternate test date, usually during the following week.

SPECIAL ACCOMMODATION: If you require an accommodation or special assistance in taking an exam, indicate this on your application. Documentation will be required.

WEATHER: In case of inclement weather the morning of the examination, please call the Examinations Hotline at 845-486-2167 and select option 3. You may also listen to the following radio stations for possible delays or other updates:

WEOK/WPDH	WKIP/Q92	WBNR/WSPK	WCZX	WGNY	WRWD/WBWZ
1390AM	1450AM	1260AM	97.7FM	1220AM	107.3FM/93.3FM
101.5FM	92.1FM	104.7FM		103.1FM	

COLLEGE CREDITS AND/OR DEGREE: Your degree or college credit 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.

VETERANS: Military personnel who are either in the service at time of examination or who have already been discharged may apply for disabled or non-disabled veterans’ credits if they meet established criteria. Candidates who are interested in these additional credits should request an application and information sheet from the Dutchess County Department of Human Resources. Veterans’ application forms will also be available on the website and upon request at the examination center. The completed forms and DD-214 (Member 4 Copy) must be received in the office as soon as possible after the examination date or before the eligible list for this examination is established.

CALCULATORS: Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited.

ADMISSION TO EXAMINATION: Do not interpret a notice to appear for, or actual participation in the examination to mean that you have been found to meet fully the announced requirements. Depending on the time available before an examination, *applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held.* At that time, those candidates not meeting the requirements are disqualified. Candidates who are subsequently disqualified after taking the test will NOT be notified of their score. **If you do not receive a notice three days prior to the date of examination informing you whether or not you are to be admitted to the examination, call the Dutchess County Department of Human Resources immediately at 845-486-2169.**

CHANGE OF ADDRESS: Notify this office immediately of any change of address. The appropriate change of address form is available on the website, in the Dutchess County Department of Human Resources, and will be available at the examination center.

RESIDENCE PREFERENCE: Pursuant to Section 23.4a of Civil Service Law, preference in appointment from open-competitive lists may be given to candidates who have been residents in a locality or school district in which appointment is to be made for at least 30 days prior to certification of the eligible list. For appointment in some jurisdictions you may be required to become a resident thereof in accordance with law or resolution.

NOTE: In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

APPLICATIONS: May be obtained online at www.dutchessny.gov, by sending a legal-sized, self-addressed, stamped envelope or visiting the Dutchess County Department of Human Resources, 22 Market Street, Poughkeepsie, NY 12601 (9 a.m. - 5 p.m., Monday through Friday).

“HOW TO TAKE A WRITTEN TEST” and questions and answers about MUNICIPAL CIVIL SERVICE EXAMINATIONS publications are available on and can be fully downloaded from the New York State Department of Civil Service website www.cs.ny.gov/testing/localtestguides.cfm.