

Assistant to the Town Engineer Tompkins County

Department: Town of Ithaca
Classification: Competitive
Approved: 0
Revised: 08/86; 02/93; 05/13

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree in Civil Engineering which must have included drafting, surveying, and Planning courses; **OR**
- (b) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree in Engineering or Architectural technology which must have included drafting, surveying and planning courses, **AND** one year of full-time paid (or the equivalent part-time and/or volunteer) experience in surveying, drafting or sub-professional engineering work; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **AND** three years of experience as described in (a) and (b) above.
- (d) Any combination of training and experience equal to or greater than that described in (a), (b), and (c) above.

SPECIAL REQUIREMENT:

Possession of a valid New York state drivers license at the time of application and maintenance of such license for the duration of employment.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for semi-professional responsibility in planning and designing work of considerable variety. An employee of this class performs basic field survey and drafting assignments in connection with municipal planning. The work is performed under the supervision of the Town Engineer. Supervision may be exercised over clerical personnel. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Prepares basic engineering and drafting reports and surveys;
Assists in the inspection of water and sewer construction to insure proper installation;
Participates in planning and conducting of surveys for the construction of walkways, bicycle paths, parks, roads, traffic facilities, etc.;
Assists in the collection of data and analyzing for special reports;
Collates, tabulates and analyzes a variety of factual information for planning purposes and records.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the practices, principles, and use of drafting and surveying; working knowledge of the principles of civil engineering;
Knowledge of modern methods of techniques and design, construction and maintenance of public works;
Knowledge of the problems, plans, terminology and practice employed in municipal planning;
Skill at drawing plans and specifications;
Ability to prepare written reports clearly and concisely;
Initiative and resourcefulness;
The employee's physical condition shall be commensurate with the demands of the position.

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