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PLEASE POST CONSPICUOUSLY

February 6, 2012

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

Engineering Aide III (PROMOTIONAL)
Department of Water and Water Supply

The **Department of Water and Water Supply** has one (1) vacancy for the position of **Engineering Aide III** at a rate of **\$41,943/year @ 37.5 hours/week.**

Applicants must meet the requirements as outlined in the attached job description. This position is a promotional competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should hand deliver application to Annette Gaspar, Confidential Assistant to the Commissioner, Albany Water Department, 10 North Enterprise Drive, New York 12204 to be received no later than **Wednesday, February 22, 2012.**

PLEASE POST FOR 10 (TEN) BUSINESS DAYS UNTIL

WEDNESDAY, FEBRUARY 22, 2012

An Equal Opportunity /Affirmative Action Employer

ENGINEERING AIDE III

DISTINGUISHING FEATURES OF THE CLASS: This is difficult supervisory or technical work in connection with any branch of engineering performed in the field, office or drafting room. Supervision is frequently exercised over engineering aides of lower grades. Assignments are given orally and in writing and are general in nature, affording some opportunities for the use of independent judgment. Work may be checked in progress and is generally checked upon completion by an engineering superior.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Serves as chief of party of a field survey crew; supervises work, takes notes, makes sketches of work performed, makes contact with the general public, and is responsible for the work results and progress of the party;
- Performs supervisory or high level technical drafting work such as that involved in detailing engineering drawings;
- Supervises and participates in the preparation of public works plans, such as those for water system, sewerage, street or bridge construction;
- Prepares general and special purposes maps;
- Checks contract drawings;
- Computes quantities of waste, fill, construction material and other items;
- Investigates complaints of bad sidewalks and street depressions;
- Prepares preliminary designs for subdivision;
- Inspects contract work in a specialized engineering field such as street and sewer improvements;
- Makes preliminary and final estimates on engineering projects;
- Receives records, charts and statistical information of a technical engineering nature;
- Analyzes data as it comes from the field;
- Checks the work of engineering aides of lower grades;
- Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the principles, techniques and practices of surveying;
- Thorough knowledge of the principles, practices and instruments used in engineering drafting;
- Good knowledge of engineering principles and practices;
- Good knowledge of mathematics through trigonometry and its application to field surveying and engineering computations;
- Good knowledge of construction specifications and plans, and of the regulations relating to public works construction by contract;

- Skill in the use of engineering instructions and equipment;

- Ability to perform moderately difficult technical computations, to make estimates and tests, and to compile simple engineering data and statistics;
- Ability to engage in continuous field work requiring physical stamina;
- Ability to make difficult and technical engineering drawings;
- Ability to use personal computers and office equipment;
- Ability to establish and maintain effective working relationships with other engineering and surveying personnel, contractors and the general public;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Engineering; **OR**

- B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Engineering Technology and two (2) years paid fulltime experience in sub-professional engineering work; **OR**

- C. Graduation from a regionally accredited college or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in engineering and five (5) years of paid fulltime experience in sub-professional engineering work.