CITY OF WATERTOWN, NEW YORK

MUNICIPAL CIVIL SERVICE COMMISSION

CITY HALL, ROOM 205
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380
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COMMISSION

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AMIE L. MCINTYRE
EXECUTIVE SECRETARY

PLEASE POST CONSPICUOUSLY

CITY OF WATERTOWN

ANNOUNCES

APPLICATIONS ARE BEING ACCEPTED FOR THE POSITION OF

Engineering Technician

DATE POSTED:	**August 12, 2021**
CLOSING DATE:	**August 27, 2021**
LOCATION:	**Water Department**
SALARY:	**$38,441 - $48,102**

PLEASE NOTE: This is a competitive title in the classified civil service; therefore, appointment will be on a provisional basis only. To be eligible for permanent status, the individual accepting appointment will be required to pass a civil service exam and score among the top three.

Interested persons should complete a civil service application and submit to:

Civil Service Commission
Room 205, Municipal Building
245 Washington Street
Watertown, New York 13601

A complete job description is attached.

Amie L. McIntyre

Executive Secretary

Engineering Technician

Job Specification
Classification: Competitive
Series: Engineering Support
Level: 1 of 2

DISTINGUISHING FEATURES OF THE CLASS: This is the first level of the Engineering Support series and is responsible for performing basic drawing and inspection functions to support the respective department and development of City projects. Responsibilities may include surveying project sites; designing project sites using drawing software; inspecting construction materials; completing quantities and cost estimates; and converting layouts into computer formats. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Performs engineering survey work as required; collect and evaluate field data relative to City facilities.
- Assists in preparing plans and specifications for construction of projects utilizing drawing software; researches project design requirements; performs mathematical calculations.
- Converts, maintains, and updates computer files using archived hardcopy information, plans, blueprints, or construction layouts.
- Conducts inspections of new construction, infrastructure, and repair sites, which may include: scheduling, facilitating, and performing preconstruction meetings; implementing and interpreting applicable regulations, policies, and related items; checks approved construction plans for jobs; makes detailed construction punch lists; and/or performs other related activities.
- Prepares for digs by establishing where underground City owned utilities are located and marking out relative areas.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Practices and procedures relating to specific facilities design and construction;
- Basic engineering, drafting, and estimating terminology, methods, practices, and techniques;
- Construction materials;
- Practices and procedures relating to GIS mapping and GPS surveying technologies;
- Computers and related software applications;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Engineering plans, specifications, and drawings;
- Mathematical principles;
- Safety principles and practices.

Ability to:

- Inspect a variety of engineering project sites;
- Use a computer and related software applications;
- Perform mathematical calculations;
- Read and interpret plans, specifications, and blueprints;
- Maintain accurate records;
- Use and maintain engineering computers, drafting instruments and equipment.
- Prepare estimates of routine construction projects.
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

(A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree or higher in Civil Engineering or closely related engineering field; or

(B) Graduation from high school or possession of a high school equivalency diploma and post high school vocational-technical education and 1 year of experience in drafting, surveying or related engineering field; or

(C) Graduation from high school or possession of a high school equivalency diploma and 2 years of experience in drafting, surveying or related engineering field.

DRIVER'S LICENSE REQUIREMENT- Must possess and maintain a valid NYS Driver's License.

Classification history:
Adopted:
Revised: 3/20/2012