

City of Canandaigua Vacancy

Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must be successful in the exam according to the Rule of Three, which will be scheduled at a later date.

SENIOR ENGINEERING AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is responsible, sub-professional work involving the making of simple technical computations, performing responsible inspection work, and using engineering instruments and equipment. The work is normally performed under general supervision and is reviewed in process and on completion. Specific and detailed instructions are given as to each task to be performed which involves any deviation from well-established routine or in case of any unusual problem; does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Acts as chief of party on routine surveys;
Inspects and administers a variety of contracts;
Operates surveying instruments on street property line, sidewalk, paving, mapping, pipeline and grade and street profiles;
Supervises the coding and center-line markings on highways;
Makes routine office computations in connection with the reduction and plotting of field notes of surveys;
Checks extensions of computations;
Does ordinary drafting such as transferring level and cross section notes to plan and profile sheets, drawings in grade lines established by an engineer and completing the plans by inking and lettering and transferring to base maps for record, the location of pipes, conduits, cables or similar lines or structures as portrayed by a field sketch;
Inspects details of ordinary construction projects to see that all work is done in conformity to the specifications governing the work, including the use of proper materials and makes reports of such inspections;
Does drafting and tracing of property maps, and prepares map indices;
Supervises construction work when such supervision involves the knowledge of engineering principles or of more complex construction practices;
Performs clerical work as required;
Adjusts property maps.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of engineering field and survey work; working knowledge of office procedures dealing with the study and filing of easements and deeds; ability to use mechanical drawing instruments, mathematical tables and to make trigonometric calculations; ability to interpret written and oral instructions accurately; ability

to perform inspection activities; manual skill and mechanical aptitude; accuracy; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: High school graduation or possession of a high school equivalency diploma and either:

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in civil engineering or closely related field; or
2. Successful completion of two years of college study with a major course of study in civil engineering, surveying and/or mathematics and two years of the experience in an engineering or field office using surveying equipment; or
3. Four years experience in an engineering office or field force which involved the use of surveying equipment; or
4. An equivalent combination of training and experience as defined by the limits of (1), (2), and (3) above.

NOTE: Documented part-time or volunteer experience will be accepted on a prorated basis.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

REVISED: JUNE 30, 1999

CIVIL SERVICE CLASSIFICATION: COMPETITIVE