



POSITION OPENING

Junior Engineer

Position(s): Junior Engineer- (1 vacancy) at Engineering Dept.

Hours: 35 hours per week; 8:30 am- 4:30 pm; However, as a salaried management employee, additional early morning, evening or weekend hours may be required to complete certain tasks/responsibilities.

Salary: Based on Management 2022: \$63,608-\$71,805 DOQ/DOE

Civil Services Classification: Appointment provisional, pending Civil Service Exam. Exam date not established yet. Position is Management Non-represented

Job Information: Attached---

To Apply:

Submit Ontario County Application; Current Vacancies:

<https://ontario-portal.mycivilservice.com/jobopps>

Click "City of Geneva-Junior Engineer"

*Note: Please attach the following to application:

- Cover Letter
- Resume
- References: At least two (2) of which former/current supervisor or direct reports-will not be contacted until permission provided to City during the process.

If you have any further questions regarding this position availability, please call Jennifer Slywka 315-789-4369 or Kari Wright at 315-828-6580

Opening posting starts Monday, September 12th through Friday, October 7, 2022

JUNIOR ENGINEER

DISTINGUISHING FEATURES OF THE CLASS: This is professional engineering work of a distinctly elementary or beginning character, requiring limited experience or practice, but demanding ability to apply principles of physics, mathematics, mechanics and materials to engineering problems, combined with work of highest sub-professional level, requiring familiarity with methods, materials, equipment and techniques used in the field. A junior engineer may receive assignments in general terms as far as details are concerned, but scope of each assignment is limited and methods of procedure are outlined by superiors. Supervision is not a regular responsibility of the position but occasional supervision may be needed when such supervision involves the exercise of, either, knowledge of engineering principles or of more complex construction practices. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Uses and instructs in the use of instruments in making observations and in gathering and recording engineering data;
 Conducts surveys to establish or re-establish property lines and corners, to map a developed area, and to run location lines for roads, conduits, etc;
 Supervises construction work when such supervision involves the exercise either of knowledge of engineering principles or of the more complex construction practices;
 Keeps records of amount of work done and of changes in plans and specifications;
 Checks design computations and plans of other engineers for routine errors;
 Oversees the work of subordinate staff engaged on surveys and in inspection work;
 Makes field tests of materials;
 Operates transits, levels and other surveying instruments;
 Creates dimensional drawings for all project elements using computer-assisted drafting programs;
 Computes, estimates quantities of materials for project cost estimates and contractors' payments;
 Makes necessary computations for field parties relative to tangent offsets, horizontal and banked curves.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles of engineering, physics, and mathematics; good knowledge of engineering mathematics; working knowledge of construction and engineering practices; ability to make moderately difficult technical computations and to compile engineering data; skill in the use of engineering field and office instruments; ability to use various computer programs; ability to read and interpret engineering drawings and specifications; ability to get along well with others; mental alertness; industry; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

1. Possession of a Bachelor's Degree in civil or environmental engineering or civil or engineering technology, or a closely related field; OR
2. Possession of an Associate's Degree in civil engineering technology, environmental technology, construction technology or a closely related field AND two (2) years full-time paid experience, or its part-time equivalent, as a civil engineering technician or surveyor; OR

Continued on Page 2

JUNIOR ENGINEER

MINIMUM QUALIFICATIONS: (Continued)

3. Graduation from high school or possession of a high school equivalency diploma, AND four (4) years full-time paid experience, or its part-time equivalent, as a civil engineering technician or surveyor;
OR
4. An equivalent combination of experience and training as defined by the limits of (1), (2) and (3) above.

SPECIAL NOTE: EDUCATION: Your degree 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.

SPECIAL REQUIREMENT FOR APPOINTMENT: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

REVISED: 8/11/19; 2/6/17; 6/18/20;8/17/22

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

(Ontario County job specification for Junior Engineer accepted by City of Geneva on 8/20/01, adopted 8/20/01)