



JOIN OUR CITY TEAM

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 2023: \$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/>

Click "City of Geneva-Junior Engineer"

*Note: Please attach the following to application:

- Cover Letter
- Resume

Position open until filled-Review of approved applications begins April 14, 2023
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JUNIOR ENGINEER

MINIMUM QUALIFICATIONS: EITHER:

1. Possession of a Bachelor's Degree, or higher, 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
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.

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position performs entry-level engineering functions, moving to mid-level as practical experience continues. An incumbent may assist in civil engineering and/or highway construction projects, requiring the application of the principles of physics, mathematics, mechanics and materials to engineering problems. This sub-professional level work requires familiarity with the 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 the 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 oversight of others may be required when knowledge of engineering principles or of more complex construction practices is needed. 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 in the office and in the field;
 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;
 Researches engineering problems and provides resolution suggestions;
 Assists and conducts studies to determine future needs for street, sewer and/or water distribution systems;
 Assists in the preparation of plans, specifications and designs of proposed projects;
 Uses computer software to create and maintain drawings, plans and documents;
 Oversees construction work when either knowledge of engineering principles or of the more complex construction practices is needed;
 Keeps records of amount of work done and of changes in plans and specifications;
 Creates and maintains records of all correspondence related to individual projects;

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JUNIOR ENGINEER

TYPICAL WORK ACTIVITIES: (Continued)

Proofs 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, manual and robotic surveying instruments and GPS equipment;
Creates dimensional drawings for all project elements using computer-assisted drafting programs;
Assists and computes in the preparation of cost estimates; materials required, contractors' payments and time schedules;
Makes necessary computations for field parties relative to tangent offsets, horizontal and banked curves;
May assist in selecting equipment and checking manufacturers equipment specifications.

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; ability to work in inclement weather; mental alertness; industry; physical condition commensurate with the demands of the position.

REVISED: 8/11/19; 2/6/17; 6/18/20; 8/17/22; 3/17/23

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

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