



JOIN OUR CITY TEAM

Position(s): Engineering Technician- (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: \$45,962

Civil Services Classification: Appointment provisional, pending Civil Service Exam. Exam date not established yet.

Job Information: Attached---

To Apply:

Submit Ontario County Application; Current Vacancies:

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

Click "City of Geneva-Engineering Technician"

*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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ENGINEERING TECHNICIAN

MINIMUM QUALIFICATIONS:

1. Possession of an Associate's Degree, or higher, in Construction Inspection, Engineering Technology; Surveying, Engineering Science, or closely related field AND two (2) years of full-time paid, or its part-time equivalent, experience assisting Engineers in technical aspects of engineering work; OR
2. Graduation from high school or possession of a high school equivalency diploma AND four (4) years of experience as described in (1) above; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) 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: The responsibilities of this position include the performance of technical tasks including inspections of projects, reading and understanding project plans and specifications; collecting necessary data, performing field tests, surveying, drafting and aiding in design of engineering projects. This class differs from the position of Civil Engineer in that assignments include details as to methodology and are routine in nature. Engineering Technicians use a narrower range of engineering techniques requiring limited use of Engineering theory and practice. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Develops plans and drawings using modern methods;
 Operate survey equipment such as electronic distance meter, level, theodolite, or transit for survey to establish grades, alignments, drainage areas, curbs and other basic civil engineering measurements;
 Takes notes pertaining to survey measurements;
 Performs and checks calculations in connection with the reduction and plotting of field survey notes;
 Inspects existing facility equipment such as lighting, power systems, HVAC systems and plumbing systems;
 Inspects projects and prepares reports of inspections for supervising engineer's review in both tabular and narrative form;
 Assists in bridge and culvert inspections;
 Participates in preliminary design of basic structures such as parts of buildings, bridges, roads, heating and electrical components of limited difficulty;
 Conducts quality tests of materials used in construction;
 Conducts field tests checking temperature, air quality, and product or project requirements;
 May investigate traffic conditions and prepare informational reports and recommendations;

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ENGINEERING TECHNICIAN

TYPICAL WORK ACTIVITIES: (Continued)

Records data, prepares records and maintains files necessary for the functioning of the Engineering Department;
Prepares construction progress payments by evaluating construction compliance for degree of completeness;
Prepares or checks calculations for accuracy against bids in bid books;
May assist in the establishment of Right of Way by developing property maps and participating in negotiations;
Processes change orders and payment requests for contractors;
Checks drawings against field measurements to insure accuracy of drawings;
Acts as liaison between contractors and City Engineer to resolve problems and answer questions;
Compiles project cost estimates.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of algebra, geometry and trigonometry; good knowledge of modern procedures and instruments involved in surveying; good knowledge of the procedures and software used in computer aided drafting; good knowledge of the principles and procedures of engineering inspections; working knowledge of the terminology and materials used in the construction and maintenance of roads, bridges, buildings and related structures; working knowledge of the procedures and instruments used in engineering design; working knowledge of the use and care of engineering instruments; ability to use computer software; ability to use mathematical tables; ability to perform trigonometric calculations; ability to read engineering maps, blueprints and sketches; ability to work in inclement weather; ability to understand written and oral instructions and specifications; ability to write narrative reports; mechanical aptitude; accuracy.

REVISED: 9/8/04; 3/17/23

CIVIL SERVICE CLASSIFICATION: COMPETITIVE