

**Vacancy – Junior Engineer**  
Ontario County Dept of Public Works  
Start Salary: \$63,003/yr (\$30.28/hr)

Do you enjoy working in the field and in the office doing design work and managing your own projects with a flexible work schedule? Ontario County has a vacancy for a Junior Engineer in their Public Works Department. Option for fully paid medical benefits with a HRA, enrollment in the NYS Employees' Retirement System, 401/457 retirement accounts with employer matching retirement benefit, and generous time off benefits – just to name a few of the many reasons to work in this beautiful Finger Lakes county. Opportunities for advancement are also a possible benefit along with the knowledge that you are working for the public on worthwhile projects. This position is pending approval from NYS Civil Service as a non-competitive position (no exam required) under the HELP Program.

**To apply, go to: <https://ontario-portal.mycivilservice.com/> and look under the Current Vacancies tab for: Ontario County Public Works – Junior Engineer (Pending)**

**Below are the minimum qualifications and description of duties:**

**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, highway construction supervisor or foreman; 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 described in (2); OR
4. An equivalent combination of experience and training as defined by the limits of (1), (2) and (3) above

**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;  
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.