



## **SR. ENGINEERING AIDE**

**Appointment will be made on a Provisional basis, with permanent appointment following successful qualification in the Civil Service Examination, which will be scheduled at a later date.**

The City Manager and Director of Public Works are seeking an addition to the DPW team to serve as Sr. Engineering Aide. The person will be a strategic planner, trustworthy, highly responsible, and committed to customer service, internally and externally.

The Native American translation for Canandaigua is the Chosen Spot and this designation holds true today. Located on the northern shores of Canandaigua Lake in the Finger Lakes Region of Upstate New York, the City of Canandaigua (pop. 10,500, 4.83 sq miles) is known for its scenic and historic charm with a vibrant downtown featuring a variety of locally-owned shops, galleries, restaurants and breweries. Not only is Canandaigua Lake beautiful, but it also provides rich recreational opportunities such as swimming, fishing and boating.

### **Position Responsibilities**

Professional work involving the making of simple technical computations, also performs responsible inspection work;  
Acts as Chief of party on routine surveys;  
Operates surveying instruments;  
Makes routine office calculations in connection with the reduction and plotting of field notes of surveys; Inspects details of ordinary construction projects to see that all work is done;  
has working knowledge and experience of engineering field work;  
Performs clerical work as required, has ability to interpret written and oral instructions accurately.

### **Minimum Qualifications**

College/University degree in Civil Engineering and  
2 to 4 years experience in an engineering or field office using surveying equipment (or combination of education and experience).

Valid NYS Operator's license Required

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

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.

### **SALARY**

The starting salary range is \$65,000-\$75,000 depending upon qualifications and experience along with a highly competitive benefits package that includes participation in the New York State and Local Retirement System, health insurance, vacation and personal time, sick leave and other benefits.

**APPLY:** Interested applicants are encouraged to apply by Friday September 20th, but applications will be accepted until filled.

**TO APPLY: SUBLIT AN APPLICATION WITH THE ONTARIO COUNTY HUMAN RESOURCES EMPLOYEMENT PORTAL AT**

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

**OR SEND RESUME AND COVER LETTER TO JAD@CANANDAIGUANEWYORK.GOV.**

## SENIOR ENGINEERING AIDE

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

1. Possession of 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.

**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.

**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;

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SENIOR ENGINEERING AIDE

TYPICAL WORK ACTIVITIES: (Continued)

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.

REVISED: JUNE 30, 1999; 9/22/23

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

