

CITY of ONEIDA

Civil Service Commission

Dave Cimpi, Chairperson
Bruce Ironside, Commissioner
Wendy Matters, Commissioner
Jessica Kaiser, Secretary to the Commission

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315-363-2022

NOTICE OF OPEN POSITION

Assistant City Engineer

The City of Oneida seeks a candidate for the full time position of Assistant City Engineer. This position is a tested position in the Competitive class (provisional appointment) paid at \$70,000.00-\$80,000.00 per year.

DISTINGUISHING FEATURES OF THE CLASS:

Performs elementary professional engineering work in the office or field in connection with the design, investigation, development, maintenance, operation or construction of public work projects. The work requires familiarity with methods, materials, equipment and techniques used in the field. An incumbent may receive assignments in general terms as far as details are concerned, but the scope of each assignment is limited and methods or procedures are outlined by the City Engineer. Supervision is exercised over subordinate engineering staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Makes field tests of materials;
- Operates transits, levels and other surveying instruments when required;
- Drafts topographical, detail plan and cross section maps and charts;
- Computes rough estimates on studies of proposed facilities;
- Computes estimates of quantities of materials and work progress for contractor payments;
- Performs general engineering office work; directs field parties in giving assignments and grades for public works projects;
- Prepares plans, specifications, and bid documents for capital construction projects;
- Oversees inspection of construction projects for compliance with plans and specifications;
- Prepares specifications and bid documents for maintenance contracts, and material or equipment procurement.
- Serves as resident engineer on minor construction projects, or assumes responsibility for a portion of large construction projects, inspecting construction work to insure that city standards are being adhered to, makes written reports to City

Engineer as to progress of the project on a percentage completion basis, receives and reviews contractor payrolls for compliance with NYS Department of Labor and/or Federal Davis-Bacon Act prevailing wage regulations;

- Oversees the construction, maintenance, and repair of streets, sidewalks, curbs and sewers;
- Direct supervisor for: municipal building maintenance staff, Department of Public Works, Central Garage, Mosquito Control Technician, and Traffic Section;
- Investigates reports of public work infrastructure needing repair; determines an appropriate course of action, materials required and schedule; allocates resources to complete repair;
- Prepares annual operations & maintenance budget, and capital improvement plan for divisions over which supervision is exercised;
- Prepares clear and concise correspondence and written reports of a technical or non-technical nature;
- Member of Traffic Safety Board and City's Safety Committee;
- Oversees snow removal throughout the City.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

General knowledge of basic principles and practices of engineering; good knowledge of construction, survey and inspection practices; ability to use drafting, surveying and other instruments of precision in professional engineering work; ability to plan and supervise the work of others; ability to express engineering concepts and decisions in drawing; ability to follow specific and detailed instructions; working knowledge of NYS Department of Labor regulations pertaining to public worker safety; ability to interact with the public in an engaging, courteous, and professional manner; good verbal and written communication skills; accuracy; initiative; mental alertness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Engineering AND two years experience assisting in engineering work; **or**
2. Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in Engineering or a related field AND four years experience assisting in engineering work; **or**
3. Graduation from high school or possession of an equivalency diploma and eight years of experience assisting in engineering work; **or**
4. An equivalent combination of experience and training as defined by the limits if (1), (2) of (3) above.

The City of Oneida is an Equal Opportunity / Affirmative Action Employer

It is the policy of the City of Oneida to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation, or belief.

Should you be interested, applications and additional information are available in the Civil Service Office, City Hall (2nd Floor), 109 N. Main Street, Oneida, NY 13421, or downloaded at our website: oneidacityny.gov