

## Principal Engineer Assistant

Town of Hamburg  
Status Full Time 40 hours per week  
Salary: \$34.52 hourly



### Reports to:

- Supervisor

### Distinguishing Features of the Class:

The work involves assisting civil/sanitary engineers by compiling data, making surveys and inspections, and preparing drawings. The incumbent performs the most difficult, complex, and responsible pre-professional engineering tasks. Work is performed under the general supervision of a civil /sanitary engineer. Supervision is exercised over a small number of personnel performing either field or office tasks. Does related work as required.

### Typical Work Activities

Prepares drawings, maps, tracing, specifications and other graphic presentations of projects programs;  
Compiles data for survey parties and engineers;  
Heads survey team and makes project surveys;  
Makes engineering computations, both manually and through the use of a computer;  
searches records for data on properties, easements, rights of way and the like;  
Assists in construction project layouts;  
Makes inspections of projects and programs, reviewing findings with an engineer;  
Makes routine tests and compiles data;  
Represents the engineer on construction projects;  
Carries out tests of materials to ensure conformance to specifications;  
May be required to perform routine computer operation and programming;  
Prepares drawings and maps utilizing a computer.

### Full Performance Knowledges, Skills, Abilities and Personal Characteristics

- Thorough knowledge of engineering field and survey principles and techniques; good knowledge of tools, techniques and terminology of drafting; thorough knowledge of mathematics as applied to engineering work; working knowledge of principles and techniques of civil engineering; ability to understand and follow detailed oral and written instructions; ability to perform difficult mathematical computations rapidly and accurately; ability to plan and supervise the work of others; ability to prepare designs utilizing a computer (AUTOCAD); industry; dependability; initiative and resourcefulness; sound professional judgment; physical condition commensurate with the demands of the position.

- Familiarity with the field of real estate and assessment
- Good knowledge of modern office practices, computers, terminology, procedures and equipment, mathematical ability
- Ability to make simple sketches, maps, and plans
- Ability to understand and carry out complex oral and written directions
- Ability to plan and organize clerical work
- Ability to deal effectively with the public
- Ability to get along well with others
- Resourcefulness, initiative, accuracy, neatness
- Physical condition commensurate with the demands of the position

**Minimum Qualifications:**

- A. Graduation from a regionally accredited or New York State registered two (2) year college or technical school with an Associate's degree in civil engineering technology or construction technology and two (2) years of practical experience in the civil/sanitary engineering field; or:
- B. Completion of two (2) years of study at a regionally accredited or New York State registered four (4) year college or university, in a course leading to a Bachelor's degree in civil engineering and two (2) years of practical experience in the civil/sanitary engineering field; or:
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of practical experience, in the civil/sanitary engineering field; or:
- D. An equivalent combination of training and experience as defined by the limits of (A), (B), and (C).

**Additional Information:**

This appointment is provisional until the Civil Service Exam is given. You must score within the top 3 candidates of Erie County residents who take the exam, or within the top 3 candidates of the Town of Hamburg residents who take the exam if you live within the Town of Hamburg. Must reside within Erie County.

Interested candidates should complete the attached Civil Service application and submit it to the below address with a resume and three references.

Town of Hamburg-Personnel Department  
 Attn: Tara Rinaldi  
 6100 South Park Avenue  
 Hamburg, NY 14075