

JOB OPENING

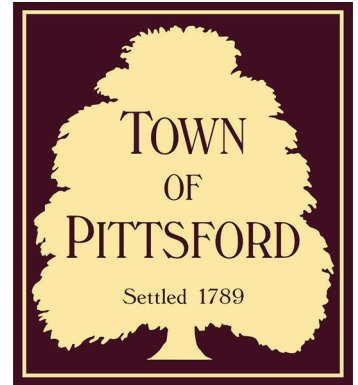
Department of Public Works

Position: **Engineering Assistant**

(Full-Time)

Posted: September 11, 2017

Deadline: October 31, 2017



The Town of Pittsford has an opening for the position listed above.

Primary Accountability:

Assists the Department of Public Works and the Town Engineer in municipal engineering activities; primarily providing inspection services, plan review, and assistance in design work related to the construction of civil/site projects.

Dimensions:

Reports To: Town Engineer

People Serviced: Entire Town

Assets Overseen: \$3.0 to \$4.0 Million in Private Development

Nature and Scope:

This is an entry level position in the Department of Public Works under the direct supervision of the Town Engineer.

The Engineering Assistant provides assistance in the office and field, working on inspections and engineering assignments. Candidates are expected to gradually develop their knowledge and ability to conduct more complex and difficult tasks as their experience grows. Duties will grow as experience is gained.

Typical Duties (Approximate Time Spent):

Typical duties may include, but are not limited to, the following.

1. Under general supervision conducts civil/site inspection of municipal projects, residential subdivisions, and commercial projects. Monitors progression of Road Construction, Utilities, Building Construction and Erosion Control Practices. (20%)
2. Documents field construction and coordinates record plan documentation. (15%)
3. Assist Contractors in complying with construction specification requirements. Coordinate and conduct field testing of sanitary and storm sewer systems. (10%)
4. Assist in the review of applications, project designs, and contracts prepared by consultants. (10%)
5. Assists in preparation of design plans, details, specifications, and project estimates utilizing Auto CAD, Excel, Word and State/Local Codes. (10%)
6. Assist in processing financial Letter of Credit submissions and releases. (10%)

7. Assist senior staff with the preparation, development, review and implementation of department policies, practices. (10%)
8. Assist in meeting the needs of the Highway, Sewer, Parks, Planning, Zoning, and Building Departments as well as addressing customer requests and concerns in the field and in the office. (15%)

Knowledge and Skill:

1. Basic knowledge of engineering practices and theory in relevant area of engineering.
2. Knowledge of Civil/Site construction and Erosion Control requirements.
3. Strong communication and writing skills.
4. Knowledge of applicable computer applications.
5. Ability to learn and understand State and Local Municipal regulations.
6. Ability to provide accurate and complete documentation.
7. Ability to complete multiple tasks in a limited time.
8. Inspections will require ability to enter and work in “confined spaces” as well as walk rough terrain.

Qualifications:

Two years paid full time experience in the field of Civil/Site Development, Utility Infrastructure, Building Construction or similar Public Works projects.

Or

Two years paid full time experience in a technical profession involving reading and interpreting blue prints, working with and understanding constructions plans and specifications, preparing design documents.

Or

Graduation from an accredited college with an Associate’s Degree in Civil Engineering, Building Construction, or a closely related field.

Commensurate with experience

Responding to the Town of Pittsford residents for information and concerns is an important aspect of this job. The candidate must have the ability to communicate effectively with the general public and act as a representative for the Town of Pittsford.

Background checks are required for all employment in the Town of Pittsford. All offers will be subject to successful completion of an acceptable background check.

Interested candidates should send an application, cover letter & resume by mail, email or fax to:

Town of Pittsford
11 South Main Street
Pittsford, NY 14534
Attn: Personnel Department

Email to: cfleming@townofpittsford.org
Fax to: (585) 248-6247
For an employment application, click [HERE](#)