



## City of Rochester (NY) Senior Engineering Technician

<b>SALARY</b>	\$46,258.00 - \$59,374.00 Annually	<b>LOCATION</b>	Rochester, NY
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	24DM657ESA20
<b>DEPARTMENT</b>	Department of Environmental Services	<b>BUREAU</b>	Water Bureau / Engineering
<b>OPENING DATE</b>	04/25/2024	<b>CLOSING DATE</b>	6/25/2024 11:59 PM Eastern

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### General Description

This is a technical support position in the Department of Environmental Services. Employees of this class perform a variety of tasks associated with all phases of the design and execution of civil engineering projects involved with construction and improvement of street, water, and street lighting systems. They may also be assigned to the surveying division on a seasonal basis, performing routine surveying tasks. Employees of this class work indoors and outdoors, in all types of weather conditions. They may also be required to work occasional nights and weekends, or on assigned or on-call basis. Employees of this class work independently, under general supervision of an engineer or other senior-level employee. The Senior Engineering Technician is an experienced employee, performing more complex tasks and exercising more independent judgment than the Engineering Technician. Performs related work as assigned.

This is a Competitive Class position. The individual selected to fill this vacancy will be given a provisional appointment and will be required to participate in the next Civil Service Examination for this title.

A qualified applicant may be provisionally appointed and serve in the position until a Civil Service Examination is administered and an appropriate eligible list can be established to make a permanent appointment in accordance with the Civil Service Rule of Three. (See "<http://www.cityofrochester.gov/article.aspx?id=8589935786>" Provisional Appointment - FAQ's) If you are already a City employee and have permanent, competitive status in your current position and appointment to this title would result in a provisional appointment in another department, you will lose your previous permanent competitive rights.

**CITY RESIDENCY WILL BE REQUIRED WITHIN ONE YEAR OF HIRE.**

### Typical Work Activities

- Identifies, assembles, and evaluates engineering data for proposed projects, such as location of existing structures; condition and location of subsurface utilities; traffic flow; soils, elevation, and drainage; and other related factors including survey data;
- Prepares the less complex civil engineering specifications, contracts, and bid packages, and assists higher level technicians and engineers with ones that are more complex;
- Conducts or assists engineers in conducting pre-construction meetings, preparing visual aids and answering questions;
- Performs tasks associated with bid administration, such as preparing and distributing bid packages and reviewing incoming bids for completeness;
- Inspects and monitors contractor's work for compliance during the construction phase, rejecting inferior work, keeping records of quantities used, maintaining scheduled deadlines, and recommending authorization of payments;

- Identifies potential problems with design or construction in field, and recommends to supervisor solutions for problems with traffic control, loss of utilities to customers, inadequate estimates of time or quantities, etc.;
- Records engineering data and dimensions in fieldbook and drafts new construction to scale and as built;
- Writes reports, memoranda, and correspondence;
- Responds to questions from the public, contractors, and other employees regarding questions and complaints about proposed or in-progress construction, via phone or in person;
- Sets up and maintains various files and inventories associated with projects, maps, contracts, etc., sometimes using a personal computer.

## Minimum Qualifications

High school diploma or G.E.D. **AND**

1. Associate's or Bachelor's degree in Civil, Mechanical, Building Construction, or Structural Engineering; **AND** one (1) year of experience inspecting construction for contract compliance or preparing construction plans, contracts, or bid packages; **OR**
2. Associate's or Bachelor's degree in Physics, Chemistry, Geology, Environmental Science, Forestry Management, or related field in the physical or environmental sciences **AND** two (2) years experience as described in I above; **OR**
3. Associate's or Bachelor's degree **AND** four (4) years of experience as described in I above, at least two (2) years of which must be in the construction of street, water, or street lighting systems.

### **SPECIAL REQUIREMENT:**

NYS Class D Operator's License at time of appointment and an automobile for daily use when assigned to the Construction or Permit Divisions.

#### **Agency**

City of Rochester (NY)

#### **Address**

30 Church St.  
Room 103A  
Rochester, New York, 14614

#### **Phone**

585-428-7115

#### **Website**

<http://www.cityofrochester.gov>