

ATLANTIC COUNTY GOVERNMENT

JOB ANNOUNCEMENT

PLEASE POST

Posting Date: 10/16/17

Closing Date: 10/23/17

TITLE: Assistant Engineer Civil

SALARY: *Employee to provide salary requirements*

Hours: 40 X 35 ___

DEPARTMENT: Planning/Engineering

Union: ___ Mgmt X

LOCATION: Northfield

NJCSC Test Required: Yes X No ___

Grant Funded: Yes ___ No X

Note: This position requires a valid New Jersey driver's license.

DEFINITION

Under direction, performs routine civil engineering work involved in the design, construction, inspection, and maintenance of structures and facilities such as roads, bridges, dams, powerplants, water supply, sewage and waste disposal systems, or similar facilities; does other related work.

NOTE: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

REQUIREMENTS

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree in Civil Engineering.

NOTE: Possession of a Professional engineer's license or an engineer-in-training certificate issued by the New Jersey State Board of Professional Engineers and Land Surveyors may be substituted for the above educational requirement.

EXPERIENCE:

One (1) year of experience in civil engineering.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

EXAMPLES OF WORK

Assists in preparation and review of plans and drawings.

Assists in preparation of as-built plans and other reports.

Assembles and compiles field notes.

Conducts office and field surveys, inspections, investigations, and tests involved with civil engineering projects.

Assists in the preparation of cost estimates of material.

Prepares requisitions for equipment, materials, and supplies.

Prepares reports containing findings, conclusions, and recommendations.

Performs complex mathematical calculations involving trigonometry and calculus.

May oversee field survey parties.

Prepares engineering specifications.

Assists in the design of civil engineering projects.

Performs detail drafting work.

Maintains engineering and related records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

KNOWLEDGE AND ABILITIES

Knowledge of principles of civil engineering.

Knowledge of procedures used to plan and design civil engineering projects such as roadways, walks, and drainage projects.

Knowledge of engineering mathematics.

Knowledge of the methods and techniques used to prepare construction plans.

Knowledge of techniques used to draft and prepare maps and charts.

Ability to prepare engineering plans and drawings.

Ability to inspect construction projects for conformance with designs, plans, and specifications.

Ability to oversee field survey parties.

Ability to inspect and investigate work under construction.

Ability to apply basic civil engineering principals and techniques to the preparation of plans, designs, charts, maps, specifications, and estimates.

Ability to prepare clear, technically sound, and informative engineering reports containing findings, conclusions, and recommendations.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**Interested, qualified applicants should apply online at www.aclink.org
Alternatively, applications may be mailed to the
Atlantic County Division of Human Resources
1333 Atlantic Avenue, Atlantic City, NJ 08401
- *We are an Equal Opportunity Employer* -**