

The City of Troy is seeking applications for the position of:

### **Engineering Aide**

This is a full time position as part of the Engineering Team for the city. This position will focus on city infrastructure including but not limited to the seasonal paving program, sidewalks and curbing, traffic striping and signage, street lighting and coordination with utility companies on work performed within the city. Position requires troubleshooting, solution driven mentality, estimating and budgeting and a desire to produce a quality work product.

The pay grade and salary range for this position is: CSEA Grade 10, \$34,352 – 52,916

#### **Distinguishing Features of the Class:**

This position involves the performance of routine engineering tasks of a sub-professional nature. The work may be performed either in the office or in the field in connection with the investigation, development, construction and/or maintenance of engineering projects. The difficulty of assignments performed gradually increases as proficiency is acquired. Duties are performed under the direct supervision of the City Engineer. Specific and detailed explanations are given for each new duty to be performed. Does related work as required.

#### **Typical Work Activities:** (illustrative only)

- Performs project research including maps, files and other records;
- Assists with grant and other project supervision including contract documents, project oversight, grant and contract claims, project budget/schedule/cost accounting and general project representation;
- Coordinates work and projects with city departments, other government agencies, utilities, contractor representatives and property owners;
- Receives, researches and reports on citizen inquiries;
- Participates in community/public meetings and workshops;
- Performs routine clerical work, including that requiring familiarity with engineering practices;

#### **Full Performance Knowledge, Skills, Abilities and Personal Characteristics:**

Good knowledge of mathematics; ability to read, interpret and prepare blueprints; ability to use drafting and surveying instruments; working knowledge of current software programs involved in engineering and surveying work, manual skill and mechanical aptitude; ability to understand and follow oral and written directions; basic drafting, drawing and schematic techniques; ability to perform the essential functions of the position in a reasonable manner.

#### **Minimum Qualifications:**

Possession of an Associate's Degree from an accredited or NYS registered college or university in Civil Engineering Technology, Construction Technology, Construction Management, Public Administration or a closely related field;

**OR**

The possession of sixty (60) college credits from an accredited or NYS registered college or university with specialization in Civil Engineering Technology, Construction Technology, Construction Management, Public Administration or a closely related field and one (1) year full-time paid experience in engineering technology, construction, maintenance or mechanical work under the supervision of a skilled craftsperson;

**OR**

Graduation from high school or possession of a GED and two (2) years full-time paid experience in engineering technology, construction, maintenance or mechanical work under the supervision of a skilled craftsman;

**OR**

An equivalent combination of education and experience as described above.

***The selected qualified candidate will be required to take an exam administered by the NYS Dept. of Civil Service and become reachable on the resulting eligible list to secure permanent status in the title. If not a Troy resident, the successful candidate will have ninety (90) days to move into the City and maintain residency.***

***The City of Troy is an Affirmative Action / Equal Employment Opportunity employer. Hiring and promotion decisions in the City service are based solely upon qualifications and ability, and the City does not discriminate on any other basis. Minorities are encouraged to apply.***

**Please forward Employment Application demonstrating that you meet  
the minimum qualifications of the position by  
September 30, 2019**

**to:**

**City of Troy Personnel/Civil Service Office  
433 River Street  
Troy, NY 12180**

**Email: [employmentopportunities@troyny.gov](mailto:employmentopportunities@troyny.gov) Fax: 518-268-1686**