

CITY OF UTICA

NOTICE OF VACANCY

THE CITY OF UTICA

announces that a vacancy exists in the City of Utica for

SENIOR ENGINEERING AIDE

Salary: \$34,720 – 38,523

Classification: CSEA, Competitive Position
Membership in the NYS Retirement System is Mandatory
Eligible for Health and Dental Insurance

Distinguishing Features of the Class: This is a sub-professional position that is responsible for performing technical duties in the field of civil engineering. Duties include difficult assignments in civil engineering/computer applications including preparation of detailed drawings and plans using automated CAD systems, and development of computerized routines for data management. The work is performed under the immediate direction of the City Engineer and/or Project Manager with some leeway allowed for independent judgement in choosing the methods for accomplishing a particular task. Supervision may be exercised over subordinate engineering aides or other lower ranking employees. Does related work as required.

Typical Work Activities:

Receives records, charts and statistical information from the field;
Prepares and maintains facility mapping of City sanitary and storm sewer systems from aerial CAD base mapping;
Prepares and maintains various digital records (spreadsheet and database) of City sewer system regarding construction data, condition, capacity, and complaints;
Work with GIS database of City infrastructure and mapping to prepare necessary exhibits, reports, and electronic files for variety of engineering purposes;
Assists with data collection and mapping of City infrastructure using Global Positioning System (GPS) and other related technologies;
Assists with mapping, inspection, and reporting of Combined Sewer Overflows and Sanitary Sewer Overflows related to City permit requirements;
Provide assistance in development of computer hardware, software, and information technology systems for the Engineering department;
Provides mapping and designs support for environmental and engineering projects prepared within the Engineering department;
Assists engineers by inspecting portions of construction projects;
Makes and checks engineering drawings on minor projects;
Makes estimates of quantity of construction materials and other items;
Operates/support use of various CAD system equipment, including plotter and printer as required.

Minimum Qualifications:

- (A) Graduation from a regionally accredited college or university with a Bachelor's Degree in Computer Science, Engineering, Surveying or a closely related field; OR
- (B) Graduation from a regionally accredited college or university with an Associate's Degree in Engineering, Computer Science, GIS, Surveying or a closely related field; and two (2) years of experience in engineering, surveying or working with technical computer programs.

SPECIAL REQUIREMENT:

Candidates must possess a valid New York State Drivers License in order to be appointed. A valid NYS Drivers License must be maintained throughout employment.

Applications:

Applications/resumes should be submitted to City of Utica Engineering Department, 1 Kennedy Plaza, Utica, New York 13502.

Applications/Resumes must be received by: Friday, April 20, 2021.

For more information about this position, please call Austin Cornacchia at (315) 792-0153.

This posting is for filling a position on a provisional basis, a Civil Service Exam will be scheduled in accordance with NYS Civil Service Law.

Applicants must be residents of the City of Utica.

THE CITY OF UTICA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

It is the policy of the City of Utica to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation or belief.