



Job Vacancy Announcement

Title: Engineer Trainee / Assistant Engineer (Civil/Transportation)		Notice Number: R2-24-60
Program Area: Design, Construction & Traffic		
Item Number: Various	Bargaining Unit: PEF (05)	Issued Date: July 30, 2024
Occupational Category: I.T. Engineering, Sciences		Expiration Date: December 31, 2024
Salary Grade: 18/20	Salary Range: \$65,001 - \$91,381	Salary Reported: Annually

Appointment

Employment Type: Full-Time	Part-Time Percent*:	Accept 55b/c candidates:
Appointment Type: Permanent/Contingent Permanent		Jurisdictional Class: Competitive
Travel Percentage:		Posting Location: StateJobsNY both- State Employees and Public

Schedule

Work Week: Monday-Friday	No. Hours per Week: 37.5 / 40	Workday Hours: 7.5 / 8
Compressed Workweek Allowed:		Mandatory Overtime:
Telecommuting: Yes, to be discussed at interview		

Location

Region: 2	County: Oneida	Street Address: 207 Genesee Street	
City: Utica		State: New York	Zip: 13501

Minimum Qualifications:

This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS). *

To be considered for appointment through NY HELPS, or 55 b/c, candidates must meet the open-competitive minimum qualifications for this position. The qualifications are:

On or before the date of filing your application, you must have:

Either 1. A bachelor's degree or higher in engineering or engineering technology as listed below;

Or 2. Proof of passing the NCEES Fundamentals of Engineering Examination (FE) AND one year of full-time engineering experience as listed below.

Note: If you are only eligible to apply under Option 1, you may apply if you expect to meet the educational requirements within six months of the filing date of your examination application. You may be considered for employment, but cannot be appointed, until you submit proof to the hiring agency that you completed the educational requirements. Failure to meet the educational requirements within six months of submitting your examination application may result in removal of your name from the eligible list.

Qualifying degrees: Civil Engineering, Civil Engineering Technology, Construction Engineering, Construction Engineering Technology, Construction Engineering Management, Construction Engineering Management Technology, Geological Engineering, Geotechnical Engineering, Hydraulics Engineering, Materials Engineering, Materials Science and Engineering, Metallurgical and Materials Engineering, Structural Engineering, Transportation

Engineering, Transportation Planning and Engineering, or Engineering Science with a recognized concentration in any of the above listed engineering degrees.

Qualifying experience: One year of full-time engineering experience with transportation projects related to highways/roadways, railroads, bridges, airports, waterways, building structures, or traffic management and safety systems.

Candidates may also be qualified for permanent competitive appointment if reachable from the appropriate Civil Service eligible list or eligible for reassignment or transfer in accordance with Civil Service Law.

Duties Description:

When assigned to **Design**, typical duties will include, but are not limited to:

- Under the direction and supervision of a licensed professional engineer, the incumbents would perform a variety of duties depending on assignment. Engineer Trainee's typical duties may include, but are not limited to: design of capital roadway or bridge projects including site investigations, preparation of engineering drawings utilizing 2D/3D CADD applications, and preparation of estimates, or may fill the role of an assistant team leader for a bridge/culvert inspection crew. Assistant Engineer's will perform the aforementioned duties, as well as draft project reports, supervise and review the work of engineering technicians, perform quality control review of project documents prepared by others for consistency with Department standards and for constructability, and assist in public outreach, and provide construction support.

When assigned to **Construction**, typical duties will include, but are not limited to:

- Function as Chief Inspector or Engineer-in-Charge on Department construction projects.
- Ensure work performed by contractors meets contract specifications, engineering standards and are performed safely.
- Supervise project inspection forces.
- Review design, consultant and contractor plans, shop drawings, estimates, etc.
- Initiate design changes and orders-on-contract. Complete daily work reports. Prepare final documents and record plans.
- Acts as office engineer. Checks computations on DWRs, keeps job records in accordance with MURK and prepares monthly estimates for payment to the contractor.
- Work with regional staff on geotech and materials related issues.
- Engage in use of CADD, highway design software and GPS systems.

When assigned to **Traffic**, typical duties will include, but are not limited to:

- Under the direction and supervision of a licensed professional engineer, the incumbent would perform a variety of duties. Engineer Trainee's typical duties may include, but are not limited to: transportation geometric design including intersection and work zone design & design of traffic control devices and Intelligent Transportation Systems (ITS). Engineering work to include site investigations, preparation of engineering drawings & construction estimates, traffic engineering & safety studies, highway capacity analyses and traffic management. Assistant Engineer's will perform the aforementioned duties, as well as prepare Traffic Engineering Reports & other project documents, supervise and review the work of engineering and/or traffic systems technicians, perform complex operational analyses for system optimization, coordinate ITS and assist with Surface Transportation Control and work zone quality assurance activities.

Responsibilities may include serving a role within the Incident Command System to support the department's response to regional and statewide emergency situations.



To Apply:

Qualified candidates should submit a letter of interest and a current resume, titled by last name, with the Notice Number **R2-24-60** and last name in the subject line and referenced in the letter of interest no later than **DECEMBER 31, 2024** to:

PLEASE RESPOND VIA EMAIL: R2-HR-Personnel@dot.ny.gov or FAX: (315)793-2390

**NYS Department of Transportation
HR - Canvassing
207 Genesee Street
Utica, NY 13501**

Additional Information:

*For the duration of the NY HELPS Program, this title maybe filled via a non- competitive appointment, which means no examination is required but all candidates must meet the minimum qualifications of the title for which they apply. At this time, agencies may recruit and hire employees by making temporary appointments. In May 2024, if a temporary NY HELPS employee is satisfactorily performing in the position, the appointment will be changed from temporary pending Civil Service Commission Action to permanent non-competitive and the official probationary period will begin.

At a future date (within one year of permanent appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded with all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Office of Employee Relations at (518) 474-6988 or via email at info@oer.ny.gov.

The New York State Department of Transportation is an equal opportunity/affirmative action employer. Women, minority group members, disabled persons and Veterans are encouraged to apply. Upon request, reasonable accommodations will be provided for the disabled.

In compliance with Public Law 99-603, candidates selected for appointment must provide an original document to prove their citizenship and/or legal right to work in the United States.