HERKIMER COUNTY
DEPARTMENT OF HIGHWAYS

313 THIRD AVENUE * HERKIMER, NEW YORK 13350 * (315) 867-1193 * FAX (315) 866-6793

HERKIMER COUNTY HIGHWAY DEPARTMENT
Assistant Civil Engineer
November 17, 2026

Position:	Assistant Civil Engineer Probationary
No. of Positions:	One (1)
Salary:	$68,000 base salary
Tentative Start Date:	TBD
Normal Working Hours:	7:30 am to 4:00 pm

Individuals interested in the position must submit, in writing, to the Highway Superintendent, his or her interest in such position.

MARK A. NAGELE, P.E.
COUNTY SUPERINTENDENT OF HIGHWAYS

STEPHANIE L. TYOE, P.L.S.
DEPUTY COUNTY SUPERINTENDENT OF HIGHWAYS

Herkimer County

ASSISTANT CIVIL ENGINEER

GENERAL STATEMENT OF DUTIES: Assists the professional engineering staff by performing field and office work of advanced difficulty in connection with highway construction and maintenance projects; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This work involves the performance of advanced technical office and field work associated with public works engineering projects. The duties differ from those of Junior Civil Engineer and Associate Civil Engineer in that Assistant Civil Engineers perform tasks of greater complexity, works with more independence, and is responsible for accuracy and completeness of work. Incumbents may exercise supervision over Associate Civil Engineers, Junior Civil Engineers, Interns and other subordinates.

EXAMPLES OF WORK: (Illustrative only)
- Prepare and develop maintenance programs;
- Attend and present information at public meetings;
- Layouts, inspects and reports on construction and maintenance projects;
- Performs surveys related to engineering and construction projects, and directs survey crews;
- Takes a leading role in the design and preparation of plans and specifications for highway and bridge construction projects;
- Prepares letters, reports and other correspondence;
- Assists with the preparation of cost estimates and time schedules for construction projects;
- Prepares maps and descriptions necessary for right-of-way acquisition;
- Operates a personal computer and related peripheral equipment for technical applications such as computer aided drafting design and trains personnel on use;
- Prepares stormwater pollution prevention plans and directs others in the development and inspection of plans;
- Prepares department activity records and reports.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of the principles and practices of civil engineering; good knowledge of modern methods of highway and bridge design and construction; ability to develop plans and specifications, make engineering computations, and design public works projects; ability to plan, assign and supervise the work of others; initiative; thoroughness; good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE:
Promotion: Two years of experience as an Associate Civil Engineer.

Open-competitive: Either -
(a) Graduation from a regionally accredited or New York State registered college with a bachelor's degree in civil engineering technology, surveying technology or a related field;

OR (b) Graduation from a regionally accredited or NYS registered college with an associate's degree in civil engineering technology, surveying technology or a related field and two years of experience in engineering work;

OR (c) Graduation from high school and four years experience in engineering work.

Note: Candidates are required to possess a valid New York State driver's license or suitably demonstrate an ability to meet the transportation requirements of the position at the time of appointment.

Competitive Class
Revised 07/26/2007 Personnel Officer
Revised 03/01/2023 PO