

JOB POSTING

JUNIOR CIVIL ENGINEER
VILLAGE OF SCARSDALE ENGINEERING DEPARTMENT
1001 POST ROAD, SCARSDALE NY 10583
(914) 722-1102

THE VILLAGE OF SCARSDALE IS SEEKING A JUNIOR CIVIL ENGINEER TO WORK IN THE ENGINEERING DEPARTMENT. INTERESTED CANDIDATES MUST POSSESS A BACHELOR'S OF SCIENCE DEGREE IN CIVIL ENGINEERING. POSSESSION OF AN EIT CERTIFICATE AND EXPERIENCE IN THE ENGINEERING OR CONSTRUCTION INDUSTRY IS PREFERRED. THE APPOINTMENT IS A PROVISIONAL APPOINTMENT; CANDIDATE MUST SUCCESSFULLY TAKE AND PASS A CIVIL SERVICE EXAM AND PLACE IN THE TOP THREE FOR PERMANENT APPOINTMENT.

INTERESTED CANDIDATES ARE ADVISED TO SEND A RESUME AND DETAILED WORK HISTORY TO MR. DAVID GOESSL, P.E., VILLAGE ENGINEER VIA MAIL OR EMAIL TO dgoessl@scarsdale.com FOR CONSIDERATION.

DISCRIPTION OF WORK (ILLUSTRATIVE ONLY):

GENERAL SUPERVISION AND INSPECTION OF PUBLIC WORKS ACTIVITIES RELATED TO PROJECTS INCLUDING UTILITY REPAIRS (SEWERS, DRAINAGE), SIDEWALK CONSTRUCTION AND ANNUAL PAVING PROJECTS. SUPERVISION IS EXERCISED FOR CAPITAL PROJECTS INVOLVING CONTRACTORS AND THEIR WORKFORCE. PERFORMS DAILY INSPECTIONS, DRAFTS DAILY REPORTS FOR WORK PERFORMED, REVIEWS PAYMENT REQUISITIONS, RECORD QUANTITIES, AND INSPECTS THE OVERALL QUALITY OF THE WORK IN CONFORMANCE TO JOB SPECIFICATIONS. MAY ASSIST IN THE DEVELOPMENT OF THE PRESENT SANITARY INFLOW & INFILTRATION PROGRAM (SSES) AND RELATED WORK FOR POST STUDY REMEDIATION, REPAIR AND CODE ENFORCEMENT.

PREPARES IN-HOUSE DESIGNS FOR SMALLER PUBLIC WORK AND ENGINEERING PROJECTS, (INCLUDING BUILDINGS, UTILITIES, ROADS, PARKS, DRAINAGE AND RELATED. UPDATES EXISTING VILLAGE MAPS (WETLANDS, SEWER, STORM DRAINAGE, HOUSE NUMBER, ETC.) USING AUTOCAD AND ARCVIEW GIS. PREPARES BID DOCUMENTS CONSISTENT WITH GENERAL ACCEPTABLE STANDARDS AND SPECIFICATIONS FOR PUBLIC BIDDING. REVIEWS BID RESULTS AND MAKES APPROPRIATE RECOMMENDATIONS FOR CONTRACT AWARDS. MAY ASSIST IN REVIEWING WORK PERMIT APPLICATIONS AND PERFORMING ROUTINE INSPECTIONS AND MONITORING FOR BOTH PUBLIC AND PRIVATE WORK.

PREPARES WORK ORDERS FOR PUBLIC WORKS CREWS AS IT RELATES TO RESPONDING TO HOMEOWNER COMPLAINTS ON VILLAGE PROPERTY (POTHoles, SEWER BACKUPS, CURBING, TREES, TRAFFIC SIGNS, LIGHTS, SNOW, ETC.). ASSISTS IN UPDATING THE PAVEMENT MANAGEMENT SYSTEM. COORDINATES

THE OPERATION OF THE TRAFFIC SPEED WAGON, INTERPRETS TRAFFIC COUNTS AND SPEED RESULTS, PREPARE REQUESTS FOR PROPOSALS FOR MAINTENANCE CONTRACTS IN KEEPING WITH THE VILLAGE'S INTERNAL CONTROL POLICIES.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (ILLUSTRATIVE ONLY):

A GOOD KNOWLEDGE OF SURVEYING, PRINCIPLES AND PRACTICES OF CIVIL ENGINEERING, CONSTRUCTION EQUIPMENT, MATERIALS, AND METHODS ALONG WITH THE ABILITY TO ESTIMATE QUANTITIES, PREPARE MAPS, SKETCHES, DETAILED DRAWINGS AND TO PERFORM ANALYTICAL AND QUANTITATIVE CALCULATIONS ARE REQUIRED. CANDIDATES SHALL POSSESS COMPUTER SKILLS IN THE AREAS OF WORD PROCESSING, SPREADSHEETS, DRAFTING AND DATABASE SOFTWARE. THE ABILITY TO COMMUNICATE EFFECTIVELY WITH THE PUBLIC AND TO WORK AS A TEAM PLAYER IS ESSENTIAL IN THE POSITION.