

# CITY of ONEIDA

## Civil Service Commission

Michael Kaiser, Chairperson  
Kathleen Brandt, Commissioner  
Thomas Carolla, Commissioner  
Dawn E. Andrews, Secretary to Commission

109 N. Main Street  
Oneida, NY 13421  
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In-house extension: x134  
315-363-1561

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### **CIVIL ENGINEERING TECHNICIAN**

The City of Oneida is currently hiring for an entry level civil engineering position.

We are looking for a candidate with the following abilities:

- Experience with CAD software (Autodesk preferred)
- Strong written and communication skills
- Strong organization skills
- Working knowledge of Microsoft Office products

Starting salary: \$45,000.00 and \$50,000.00 per year

No application fee is required at this time.

See attached Job Description for  
Work Activities and Qualifications

**Mail or drop off completed application to:**  
**Dawn E. Andrews, Secretary to Civil Service Commission**  
**Oneida City Hall**  
**109 N. Main Street**  
**Oneida, NY 13421**

## **CIVIL ENGINEERING TECHNICIAN**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is an entry level civil engineering position. Work involves assisting the City Engineer with municipal projects, construction inspection, infrastructure inspections, public works and resident coordination. The work is performed under the general supervision of the City Engineer. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Serves as the lead person in a two person survey crew; operates optical and satellite-based survey equipment;

Utilizes field survey information to prepare base line plans or maps;

Drafts final construction plans based on design provided by City Engineer;

Inspects construction projects for conformance with specifications and the correct use of materials; performs construction surveying to ensure elevations, grades, and locations are in conformance with construction plans; creates and maintains a variety of records and reports relative to the project; recommends contractor progress payments based on percentage of project completion;

Maintains a data base of survey benchmark locations and elevations within the City.

May perform computer aided drafting work;

Provides on site technical assistance and construction surveying support to the Department of Public Work as required;

May investigate reports of public work infrastructure needing repair; recommends an appropriate course of action and materials required; monitors work performed in completing repair;

Queries a computer data base and retrieves data for use in engineering projects;

Contacts a variety of public and private agencies or employees to obtain and relay information relative to construction and/or survey projects;

Operates a personal computer and utilizes a variety of software relative to the work performed including word processing, spreadsheet and database software;

May have contact with the general public and explain basic information relative to construction and/or survey projects.

Serves as city forester for all public trees, inspecting periodically and assesses their condition, arranges and supervises all trimming, removal, fertilizing, pest control and stump removal work for city trees, selects species and planting locations of new city trees; may perform minor pruning\trimming within limits of City owned tools available; prepares annual street tree budget request; updates street tree inventory;

Maintains an accurate records as to locations of City owned underground utilities; marks location of underground utilities in the field in response to requests by the Underground Facilities Protection Organization [UFPO]; maintains a record file of UFPO requests;

Serves as custodian of as-built record construction drawings; maintains an automated data base of as-built record drawings; maintains record room in good order;

Performs a variety of physical activities including entering confined spaces, climbing ladders, and using and carrying tools and materials such as tree trimming equipment; shovels,

picks, and survey stakes;  
Oversees the operation and maintenance of the construction plans reproduction machine; ensures adequate supplies of paper and toner are on hand;  
Utilizes a variety of standard office equipment including a fax machine and photocopier;  
Maintains assigned tools in clean and serviceable condition;  
Operates an automobile, van or long bed pickup truck in the performance of duties.

**FULL PERFORMANCE KNOWLEDGE. SKILLS. ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of surveying practices, techniques, tasks, equipment and terminology; working knowledge of modern engineering practices and techniques; working knowledge of the common practices, tools, equipment, terminology and safety precautions associated with construction projects and/or installations to water and wastewater systems; working knowledge of federal, state and local rules and regulations relative to construction projects and installations of water and wastewater systems; skill in operating optical and satellite-based surveying instruments and equipment; ability to lead a survey crew; ability to read and interpret construction drawings and specifications; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets and databases; ability to organize and maintain accurate records and files; ability to develop a working knowledge of the care and maintenance of trees thru self study and employer provided training; ability to develop a working knowledge of computer aided drafting software thru self study and employer provided training; ability to analyze and organize data and prepare records and reports; ability to understand and interpret complex oral instructions and/or written directions; ability to establish and maintain effective working relationships with others; ability to interact with the public in an engaging, courteous, and professional manner; ability to communicate effectively both orally and in writing.

**MINIMUM QUALIFICATIONS:** Either:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant Bachelor of Science in Civil Engineering degrees; or
2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Associate's degree in engineering technology or closely related field and two (2) years of experience that included surveying and the application of basic engineering methods and techniques; or
3. An equivalent combination of training and experience as defined by the limits of (1) and (2).

**SPECIAL REQUIREMENT:**

Possession of a valid Class D New York State driver's license.