

Notice of Job Opening

Position: Junior Engineer (NY HELPS Program)

Applicants must meet the requirements outlined in the enclosed job description.

PLEASE NOTE: This position is in the NY HELPS Program, which is under the Non-Competitive class until the expiration of the program.

Department: Engineer

Number of Vacancies to be filled: 1

Rate of Pay: \$62,350 - \$89,230 Annually
Commensurate with qualifications and experience

Schedule: Monday – Friday
37.5 hours/week

Application Deadline: **Until Filled**
All applicants must submit an application online via jobs.albanyny.gov to be considered for the job opening.

Residency Preference: YES
Preference in hiring is given to qualified City of Albany residents. All candidates must reside in the following counties at the time of appointment and throughout their employment. Proof of residency will be required at time of appointment.

- o Albany County
- o Rensselaer County
- o Schenectady County
- o Saratoga County
- o Greene County
- o Columbia County
- o Schoharie County

55-A Eligible Yes

The City of Albany is an Equal Opportunity /Affirmative Action Employer.

Revised on Tuesday, August 12th, 2025

JUNIOR ENGINEER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position performs technical field or office engineering work. Work activities are performed in accordance with instructions from or plans prepared by an engineering superior. Some independence is allowed for the completion of assignments. Advice and assistance is available from professional superiors. Work may include the supervision of subordinate staff in field or office work. The incumbent is evaluated and reviewed by a technical superior through discussion or analysis of work performed or reports prepared.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Serves as direct contact between sub-contractors and Department Heads; Supervises work, takes notes, makes sketches of work performed, and makes contact with the general public;
- Assumes responsibility for work results and progress of field crews;
- May perform supervisory or high-level technical drafting work such as that involved in detailing engineering drawings;
- Supervises and participates in preparation of public works plans such as those for water systems, sewage, street, or facility construction;
- Utilizes geographic information system (GIS) software to create general and special purpose maps with GIS technicians;
- Checks contract drawings and specifications;
- Computes quantities of waste, fill, construction material or other items;
- Investigates complaints such as bad sidewalks and street depressions;
- Prepares preliminary design for public works;
- Reviews and comments on site plans submitted through the planning department;
- Inspects contract work in a specialized engineering field such as street, water, and sewer improvements;
- Performs preliminary and final estimates on engineering projects;
- Receives records, charts and statistical information of a technical engineering nature;
- Analyzes data as it comes from the field and checks the work of engineering aides;
- Processes documents and forms pertaining to engineering and construction work;
- Conducts, computes and certifies land surveys of property as required;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Proficiency with Microsoft Office and AutoCAD;
- Knowledge of the principles and practices of engineering drafting;

- Good knowledge of engineering principles and practices;
- Working knowledge of mathematics through trigonometry and its application to field surveying and engineering computation;
- Working knowledge of construction specifications, plans, estimates, codes, rules and regulations relating to public works construction by contract;
- Working knowledge of surveys and computation of areas and computations necessary for a complete land survey;
- Ability to read and interpret New York State engineering and environmental regulations and standards and put into practice;
- Ability to engage in continuous field work requiring physical stamina;
- Ability to perform moderately difficult technical computations to make estimates and tests and compile simple engineering data and statistics;
- Ability to create technical engineering drawings;
- Ability to compile technical engineering specifications for construction projects;
- Ability to establish and maintain effective working relationships with other engineering and surveying personnel, contractors and the general public;
- Ability to communicate verbally and in writing; Tact and courtesy
- Integrity and good judgment
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Possession of a Bachelor's Degree or higher level degree in Engineering; **OR**
- (B) Possession of an Associate's Degree in Engineering and two (2) years of paid fulltime experience in sub-professional engineering work; **OR**
- (C) Any equivalent combination of education, training and experience as defined by the New York State Education Department, Office of the Professions, to apply for licensure as a Professional Engineer in New York State.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Revised: 04/19/1978
08/22/1979
03/16/1988
10/30/2002
02/12/2025