

Jurisdictional Class: Competitive
Adopted: January 5, 1990
Revised: June 11, 2010

PLANNING/ENGINEERING ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing technical duties in order to facilitate the smooth and efficient operation of a planning and engineering office. An incumbent also provides engineering support for various public works projects, supervises field parties on construction projects, makes and checks engineering computations, and periodically inspects construction work for public works program and subdivisions. The work is performed under the general supervision of an Engineer with considerable leeway allowed for the exercise of independent judgment in carrying out the assignments in accordance with established policies and procedures. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists the Engineer in matters related to office procedures, subdivision and site plan review, and enforcement, correspondence, updating, and development of utility (water, sewer, lighting, and highway) plans for system layout, field surveying, and evaluation of all types of blueprints for contract specification preparation and review;
Conducts assigned research projects;
Prepares analytical plans and reports as required for public works projects;
Maintains subdivision and public works project records and assists in the preparation of required reports;
Answers inquiries from the general public regarding rules and regulations governing the operation of municipal subdivision regulations and procedures;
Assists in maintaining good public relations;
Reviews subdivision project plans for compliance with municipal subdivision and zoning regulations;
Performs related work necessary for the efficient operation of a planning and engineering department;
Assists in the preparation of blueprints and drawings for construction and other projects;
Makes regular visits to work sites to check progress and assists in resolving problems;
Assists in preparing activity, cost, and progress reports;
Assists in the collection of data and participates in studies involving research, investigation, and analysis of sociological, economic, and environmental factors related to municipal planning;
Assists in the collection, analysis, and tabulation of data on census statistics for use in population, housing, community development, and land use reports;
Assists in studies relating to open space, parking, community development, traffic, and other facilities;
Answers general correspondence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of the purposes, principles, terminology, and practices employed in municipal planning, zoning, and subdivision;
Good knowledge of engineering terminology and of scientific arithmetic, English, and statistical techniques;
Good knowledge of the department's organization and reporting requirements;
Working knowledge of the principles and practices of drafting, mapping, and graphic visual methods as applied to engineering and community planning;
Ability to communicate effectively both orally and in writing;
Ability to read and understand sketches, blueprints, and related road construction, maintenance, subdivision, and site plans;
Ability to understand simple oral and written instructions;
Ability to establish and maintain good working relationships with others.

Planning/Engineering Assistant

MINIMUM QUALIFICATIONS: Graduation from high school or possession of high school equivalency diploma and either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in planning, engineering, or closely related field; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree* in engineering technology or closely related field and two (2) years of experience in municipal, community, or regional planning or closely related field; or
- (c) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree* in engineering technology or closely related field and two (2) years of supervisory experience in light or heavy construction of roadways, gas lines, water and/or sewer lines, or closely related field; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

*Completion of sixty (60) semester credit hours from a regionally accredited or New York State registered college or university of which at least eighteen (18) semester credit hours were in the field of engineering and/or planning may be substituted for the degree requirement.

NOTE: Assignments made to employees in this class will require reasonable access to transportation to meet field work requirements in the ordinary course of business.