

ENGINEERING AIDE

The City of Rensselaer is seeking applications and resumes for the position of Engineering Aide. This is a full-time position (Monday-Friday 8:00AM to 4:00PM) with excellent benefits package. Salary range for this position is \$60,000 - \$65,000.

Distinguishing Features of the Class: this is repetitive work involving performance of routine engineering tasks of a sub-professional nature. The work may be performed either in the office or with field survey parties in connection with the investigation, development, construction and maintenance of engineering projects. The difficulty of assignments performed gradually increases as proficiency is acquired. Routine tasks are performed under the direct supervision of the City Engineer.

Typical Work Activities: (Illustrative only)

- Performs project research including maps, files and other records;
- Assists with grant and other project supervision including contract documents, project oversight, grant and contract claims, project budget/schedule/cost accounting and general project representation;
- Coordinates work and projects with city departments, other government agencies, utilities, contractor representative and property owners;
- Receives, researches, and reports on citizen inquiries;
- Participates in community/public meetings and workshops;
- Performs routine clerical work, including that requiring familiarity with engineering practices;
- Does related work as required.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

- Good knowledge of mathematics;
- Ability to read, interpret and prepare blueprints;
- Ability to use drafting and surveying instruments;
- Manual skill and mechanical aptitude;
- Ability to understand and follow oral and written directions;
- Working knowledge of Microsoft Office, basic drafting, Autocad, GPS and GIS Software, drawing and schematic techniques;
- Physical condition commensurate with demands of the position.

Minimum Qualifications:

- Two years of college specializing in Engineering, Technology, Building or Construction Technology, Management, Accounting, Public Administration or a related field; or
- Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in engineering technology, construction, maintenance or mechanical work under supervision of a skilled craftsman.

Note:

The selected qualified candidate will be required to take an exam administered by the NYS Department of Civil Service and become reachable on the resulting eligible list to secure permanent status in the title. The City of Rensselaer is an Affirmative Action / Equal Employment Opportunity employer. Hiring and promotion decisions in the City service are based solely upon qualifications and ability, and the City does not discriminate on any other basis. Minorities are encouraged to apply.

Date Posted: 10/23/2024

Interested candidates are asked to forward their cover letter and resume to:

Irene Sorriento - Human Resources Office
City of Rensselaer - 62 Washington Street, Rensselaer, NY 12144

You may also submit your application and resume by email to irene.sorriento@rensselaerny.gov

[Applications and resumes will be accepted until the position is filled.](#)

For any questions, please call (518) 462-0419