

## TOWN OF LYSANDER SEASONAL ENGINEERING AID

The work involves responsibility for performing a variety of tasks including clerical, data collection, construction inspection and communications with the public about public works projects in the Town. Individuals in this capacity will perform a wide variety of basic and routine assignments that assist in the normal functioning of Town Engineer's Office throughout the year. Although the majority of work will be during the summer construction season, on an as needed basis, participants may also be asked to work during other seasons of the year.

### TYPICAL WORK ACTIVITIES

- May act in a clerical capacity, assisting with phones, filing, record keeping and light typing.
- May be asked to perform tasks of technical writing and communication.
- Operates standard engineering office appliances such as computers, calculators, document scanning, duplicating and plotting machines.
- Investigates record plans and collects field data, measurements and pictures of culverts, drainage and streams, road conditions, and traffic signs.
- Assists in the inspection of work on construction projects; assists in making material and soil tests.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Ability to work with fellow employees
- Ability to deal in a courteous manner with the general public
- Dependability
- Ability to walk in an outdoor environment with uneven surface
- Willingness to work long hours outdoors, occasionally under adverse weather conditions
- Good knowledge of elementary mathematics and physics
- Working knowledge of simple engineering instruments, equipment and practices
- Ability to utilize, or willingness to learn, Computer Aided Drafting (CAD) to prepare drawings and sketches and estimate quantities

### MINIMUM QUALIFICATIONS

A. Successful completion of a minimum 30 credit hours in a technical curriculum such as engineering, surveying, architecture or construction management.

or

B. A minimum of 2 years of paraprofessional level work experience in engineering, surveying, architecture or construction management.

Interested candidates should email their resume to the Town of Lysander Engineer, [engineer@townoflysander.org](mailto:engineer@townoflysander.org), prior to March 18, 2018 to be considered for the position.