

## **JUNIOR BUILDINGS ENGINEER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves assisting the Buildings Engineer in overseeing construction, design, building code enforcement, repair and improvement projects of County buildings, grounds and facilities, including the planning and construction of new facilities or leasing of office space. Work is performed under general supervision with leeway for the use of independent judgment in work performance and in making technical decisions. Supervision may be exercised over subordinate personnel assigned as part of a project team.

### **TYPICAL WORK ACTIVITIES:**

Inspects painting, carpentry, plumbing, electrical and other mechanical and construction work performed by private contractors, or custodial and maintenance employees;

Inspects buildings and equipment periodically for conformance with building code requirements as well as to determine maintenance needs and establishes programs for improvements;

Conducts facilities management research and develops plans and proposals to meet changing space and/or facility needs for various departments, including the construction and/or leasing of required facilities;

May supervises assigned staff;

Oversees contract administration, performs inspections and manages contracts for all assigned building construction projects;

Assists in developing energy control methods and preparing procedures for minimizing energy waste;

Reviews new facility requirements and recommends preliminary design proposals including cost estimates;

Prepares manually and computer aide design drafted (CADD) plans, design computations, cost

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estimates, specifications and bid documents for new construction, renovations or

modifications of buildings and facilities;

Assists in the selection of architects, contractors and consultants for projects proposed by the County

and provides oversight of selected firms;

Assists in providing policy guidance and coordinating operating procedures;

Prepares operations and maintenance manuals for equipment or systems;

Assists in preparation of annual budget;

Maintains certification for Basic Code Enforcement required by the New York State Division of

Code Enforcement and Administration for compliance with building code enforcement requirements;

May recommend and, in the absence of a buildings engineer, issue building permits and certificates of occupancy;

Maintains records and coordinates the implementation of mandated requirements for complying with

all County FCC licenses and underground fuel storage tank permits;

Prepares designs for all facets of buildings, grounds, parking lots, landscaping, drainage and ancillary systems;

Obtains all permits and approvals from agencies, utilities and regulatory entities;

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS**: Good knowledge of large-scale building operation and maintenance practices; good

knowledge of building design, building construction principles, construction inspection and contract

administration; working knowledge of building construction costs; ability to prepare plans and

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specifications for the construction of buildings and ancillary facilities; Understanding of the New York State Uniform Fire Prevention and Building Code, American Disabilities Act Law, National Fire Protection Administration Codes, New York State Energy Code and Occupational Safety and Health Administration regulations; ability to lay out and inspect the work of contractors and trades persons; ability to learn and become proficient in Computer Aided Design (CAD); mechanical aptitude; dependability; and good judgment.

#### **MINIMUM QUALIFICATIONS:** Either:

- (A) Bachelor's Degree in Architectural Engineering, Architecture or a closely related field and two (2) years of experience in the preparation of plans and specifications for the construction of new buildings, renovations or additions to buildings or a combination of such experience;  
or
- (B) Associates degree in Architectural Engineering, Architecture or a closely related field and four (4) years of experience as described in (A) above; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

**NOTE:** Your degree or credits 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 or credits were awarded by an educational institution outside of 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: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Jurisdictional Class:Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A