

June 8, 2016

Board of Health  
Board of Adjustment  
Central Dispatch 911  
City Attorney's Office  
City Clerk's Office  
City Engineer's Office  
Municipal Treasurer's Office  
Construction Code Department  
Fire Department  
Mayor's Office  
Municipal Court

Municipal Garage  
Office of Emergency Mgmt.  
Planning Board  
Police Department  
Public Works Department  
Purchasing Departments  
Dept. of Public Property/Comm Services  
Tax Assessor  
Tax Collector  
Transportation & Parking Dept.  
Linden Library

TO THE DEPARTMENT ADDRESSED:

Please be advised that there is a vacancy for the position of Assistant Engineer in the Engineering Department at the annual salary of \$45,000-\$65,000. (Job description and requirements attached). This position is full time for 35 hours per week. Please post this in an area available to all employees. **This announcement will also be publicly advertised. Applicants must be a resident of the City of Linden to be considered.**

Anyone interested in the above mentioned vacancies must obtain an employment application from the City Clerk's office. All applications must be returned to the City Clerk, **no later than Wednesday June 22, 2016.**

Very truly yours,

Jessica Sheehy  
Supervisor of Personnel

c: Mayor Derek Armstead  
Council President Jorge Alvarez  
MEMBERS OF COUNCIL  
Affirmative Action Officer

## Job Specification

### ASSISTANT ENGINEER

#### DEFINITION:

Under direction in one or more areas of engineering, performs routine field and office engineering work involved in the design, maintenance, and construction of structures and/or systems; may conduct field inspections of a variety of public works construction projects; does other related duties.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### EXAMPLES OF WORK:

Performs routine field and office engineering work involved in the design, maintenance, and construction of highways, roads, streets, bridges and/or culverts, sanitary drainage systems, buildings, public grounds, mechanical systems, heating systems, cooling systems, electrical power generation systems, traffic control systems, interior/exterior lighting and wiring systems, water distribution or supply systems, or other branch of engineering.

Performs routine calculations.

Prepares simple graphs, tables, and curves.

Records data of tests and visual observations.

Performs drafting and minor detail design.

May operate surveying instruments, staking out locations and plotting alignments and grades.

Reviews and compiles information from technical engineering manuals and reports.

Prepares layout and detail drawings on routine projects from specific instructions, notes, or sketches.

Visits construction sites to obtain information.

Reviews contractor's drawings/sketches for adherence to contract specifications; notifies supervisor of deviations.

May conducts field inspections of all outside utilities construction work such as curbs, roads, water lines, sanitary sewer lines, sidewalks, and storm drains.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

**REQUIREMENTS:****EDUCATION:**

Graduation from an accredited college or university with a Bachelor's degree in Civil, Mechanical, or Electrical Engineering.

**NOTE:** Possession of a Professional Engineer's License or an Engineer-in-Training Certificate issued by the New Jersey Board of Professional Engineers and Land Surveyors may be substituted for the college degree.

**EXPERIENCE:**

One (1) year of engineering experience.

**LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**KNOWLEDGE AND ABILITIES:**

Knowledge of the principles of engineering.

Knowledge of mathematical, physical, and engineering sciences.

Knowledge of the engineering problems involved in the design, maintenance, and construction of structures and/or systems.

Knowledge of public works inspection practices and procedures.

Ability to apply engineering concepts, theories, and practices.

Ability to prepare graphs, tables and curves.

Ability to analyze and evaluate data to resolve engineering problems.

Ability to inspect materials, workmanship, and construction and installation of various public works facilities may be required.

Ability to apply local ordinances, resolutions, and codes relating to public works to specific cases may be required.

Ability to observe prescribed inspection procedures may be required.

Ability to maintain records and files.

Ability to prepare clear, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.