

**PLEASE POST**

**#2025-54**

JOB OPENING

TITLE: **ENGINEER ASSISTANT**  
(Provisional/Permanent)

DEPARTMENT: Engineering

SALARY: Pursuant to TCEA Bargaining Agreement

SHIFT: Monday through Friday, 9:00 am – 4:30 pm

DATE: March 31, 2025

DISTINGUISHING FEATURES OF THE CLASS

This is an entrance level, sub-professional engineering work involving routine duties in the field or office. The work is reviewed for conformance with procedures. Does related work as required.

TYPICAL WORK ACTIVITIES

Participates in survey crews;  
Makes tracings and simple drawings;  
Takes traffic counts;  
Makes simple mathematical computations;  
Keeps records of survey party materials and supplies;  
Takes measurements and checking calculations;  
Assists higher-level engineering personnel in performing routine tasks associated with the review, evaluation, design, and/or construction of projects.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Working knowledge of engineering field and survey techniques; working knowledge of drafting tools and techniques as applied to engineering; working knowledge of mathematics as applied to engineering; ability to make simple drawings and maps rapidly and accurately; ability to make simple arithmetic computations with a high degree of accuracy; ability to understand and follow detailed oral and written instructions; initiative and resourcefulness; industry and dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

- a. Graduation from high school or possession of a high school equivalency diploma supplemented by courses in drafting and trigonometry; OR
  - b. One (1) year of experience in the civil engineering field.
- NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

**THIS NOTICE IS POSTED IN COMPLIANCE WITH THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE TOWN OF CHEEKTOWAGA AND THE TOWN OF CHEEKTOWAGA EMPLOYEES ASSOCIATION AND SHALL REMAIN POSTED FOR A PERIOD OF EIGHT (8) WORKING DAYS. PLEASE SUBMIT AN ORIGINAL BID APPLICATION ADDRESSED TO THE PERSONNEL DEPARTMENT, A COPY OF SAME TO THE PRESIDENT OF THE TOWN OF CHEEKTOWAGA EMPLOYEES ASSOCIATION (Greg Magnuszewski) AND TO THE TOWN ENGINEER (Patrick Bowen).**