THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title University Assistant Engineer
Title Code 04823
FLSA Status Exempt
Date Issued August 8, 1988

General Duties and Responsibilities

This class of positions encompasses responsible engineering work of varying degrees of
difficulty and responsibility. There are two (2) assignment levels within this class of
positions. All personnel perform related work.

General Work Tasks

Assignment Level I

Under supervision with limited latitude for independent action or decision performs
engineering work of limited difficulty and responsibility such as the following:

− Prepares designs, plans, contract and working drawings, contract specifications
  and other documents and estimates of quantities.
− Maintains a register of change orders and statements of corresponding time and
cost impact.
− Maintains constant surveillance of construction programs to ensure satisfactory
  progress.
− Engages in routine research, investigations, studies or examinations related to
  engineering functions.
− Prepares construction documents for small maintenance or alteration projects.
− Maintains and files reference materials and project drawings for such purposes as
  an engineering resource library. This may include duplicating and distributing of
  materials.

Assignment Level II

Under general supervision with some latitude for independent action or decision performs
engineering work of moderate difficulty and responsibility, such as the following:

− Prepares monthly progress reports of assigned projects.
− Assists the University Engineer or other supervisor in the preparation of special
  reports.
− Participates in, and may supervise, the preparation of recommendations for
  alterations or repairs of buildings.
− Prepares detailed drawings of structures or installations.
- Makes interpretive detail sketches or layouts of engineering plans.
- Prepares complete analyses of the spatial organization and efficient utilization of sites and structures or of the functional arrangement of interior units, utilities and appurtenances.
- Engages in the conduct of complex and important research, investigations, or studies related to engineering activities.
- Prepares construction documents for medium to large size maintenance or alteration projects.
- Prepares change orders.
- Coordinates the engineering components of a project with its architectural design.
- Performs duties of University Engineer, Level I, except signing and sealing engineering drawings or other official documents, and except supervision of University Engineers.
- May supervise University Assistant Engineers and support personnel.
- May incidentally perform duties described under lower assignment level.

**Qualification Requirements**

1. A baccalaureate degree in engineering from an accredited college and two years of full-time experience in professional engineering work; or

2. Education and/or experience equivalent to “1” above.

**NOTE:**

**Direct Lines of Promotion**

FROM: University Engineering Intern (04828)  TO: University Engineer (04829)