



Our Future Starts  
With *you!*

**POSITION:** Civil Engineer (HELPS)

**DEPARTMENT:** Albany County Department of Public Works

**SALARY:** \$90,000

**WORK LOCATION:** DPW Main Office, 449 New Salem Rd, Voorheesville, NY

**HOURS:** 7:30A-4:00P

#### **BENEFITS:**

- ▶ Generous Paid Time-Off
- ▶ NYS Retirement System
- ▶ Work-Life Balance
- ▶ Health, Dental, Vision and Hearing
- ▶ Tuition Reimbursement
- ▶ Public Service Loan Forgiveness

#### **DESCRIPTION:**

Develop design specifications for the construction of new, or improvements to, County owned highways, culverts and bridges. Act as a project manager for highway, culvert and bridge projects. This involves design review, project manual review and overseeing project execution, budgets, timelines and grant reimbursements; Provide technical guidance to subordinates regarding highway and structure maintenance and repair; Create Requests for Proposals (RFPs) for design projects. Review and process payment applications for construction projects, including those funded by federal aid.

#### **MINIMUM QUALIFICATIONS:**

Graduation from an accredited college or university with at least a Bachelor's degree in Civil Engineering or a closely related field and four (4) years experience in design and construction of highways.

#### **SPECIAL REQUIREMENTS:**

Eligibility for and possession of an appropriate class New York State driver's license issued by the New York State Department of Motor Vehicles at the time of appointment.

**Please submit a resume, transcript, and copies of certifications with your application.**

#### **POINT OF CONTACT FOR INQUIRIES:**

Erica Vitetta

[Erica.vitetta@albanycountyny.gov](mailto:Erica.vitetta@albanycountyny.gov)

**Candidates will not have to take an exam for this title.** This is a Hiring Emergency Limited Placement (HELP) Program-designated title. The HELP Program is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the HELP Program required job candidates to compete in a competitive exam to be considered for employment. For the duration of the program, this title will be classified as non-competitive and categorized as a "HELP Program" position. At the close of the program, this position will revert to competitive class status. Employees occupying positions filled through the HELP Program will be granted competitive class status without the need to participate in a competitive exam.