OFFICE OF THE BROOKLYN BOROUGH PRESIDENT
JOB VACANCY NOTICE

Office Title: Assistant Civil Engineer  Salary: $53,134 - New City Employees
$61,104 - Incumbent Rate

Civil Service Title: Assistant Civil Engineer  Title Code: 20210

Under general supervision, perform all activities of the Topographical Bureau including the following two principal categories of work:

1. Applications related to engineering, surveying and infrastructure
   Employs AutoCAD to create and/or amend maps.
   Review and/or makes all necessary calculations manually and electronically.
   Responsible for the indexing, accessioning and filing of maps, plans and drawings.
   Gather data for mappings and special projects.
   Create and/or maintain google documents related to job status.
   Prepare street status reports, map transmittal letters and process Opinion of Dedications.

2. Assists the public in obtaining any information in the Topographical Bureau, including the sale of agency materials.
   Manages intake/release of house address applications and service fees.
   Research and gather background materials for preparation of letter responses.
   Answers telephone, provides pertinent information to callers, refers and transfers calls.
   Represents office in interagency meetings, technical meetings, community meetings and task force meetings.

Qualifications:
Graduation from an accredited community college, with a Bachelor’s degree in civil engineering technology, or in other engineering technology with one year of full-time paid experience in civil engineering technology applications.

To apply, please submit your resume to:
Office of the Brooklyn Borough President
Human Resources Division
209 Joralemon Street – Room G-20
Brooklyn, New York 11201

Or Email: kobrien@brooklynbp.nyc.gov

Post Date: March 23, 2017  Post Until: Until Filled  JVN #: 012-17-005

The Office of the Brooklyn Borough President is an Equal Opportunity Employer