



**CITY OF BUFFALO**  
**DEPARTMENT OF**  
**PUBLIC WORKS, PARKS & STREETS**



BYRON W. BROWN  
MAYOR

STEVEN J. STEPNIAK  
COMMISSIONER

MICHAEL J. FINN, P.E.  
CITY ENGINEER

**CIVIL SERVICE JOB OPENING**

April 4, 2017

Title of Position:                   Engineering Aide  
Number of Vacancies:               One (1) - Provisional  
Salary Range:                         \$ 37,872 - \$42,361  
Location:                               Division of Engineering

**Duties:**

On survey parties, acts as a chairman or rodman;  
-carries, marks and drives stakes;  
-holds target for level or transit;  
-measures distance with chains or tapes;  
-sets and marks grade stakes;  
Traces and makes small simple drawings from rough sketches;  
Makes or checks arithmetic calculations of the more simple or routine character;  
Prepares previously corrected maps for lithographing;  
Makes simple entries on a map and card record;  
Performs related work as required.

**MINIMUM QUALIFICATIONS**

(A) Graduation from High School, GED or Equivalency Diploma including or supplemented by at least two (2) courses in Engineering, Science, Mathematics and/or Drafting; (transcript must be present at time of filing application)

**OR**

(B) Two years of full time experience in a field or office performing engineering work related to the typical work activities;

**OR**

(C) An equivalent combination as defined within the limits of A and B.

**Note:** Verifiable part-time experience will be pro-rated to meet full-time experience requirements.

All applicants must submit their resumes and specifically detail all experience. This paperwork is to be submitted to Jason Shell, Administrator in Room 511 City Hall by Wednesday, April 19, 2017.

  
Steven J. Stepniak  
Commissioner