



## JOB DESCRIPTION

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**JOB TITLE:** Civil Engineer I

**JOB CODE:** 1560

**DEPARTMENT:** Community Development/Engineering

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** County Engineer/Civil Engineer Senior, III, or II

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### SUMMARY OF JOB PURPOSE

Under general supervision of a professional engineer, performs the full range of tasks including design, drafting, technical engineering support, and fieldwork. The employee reports to the County Engineer, but may also receive program direction from a Professional Civil Engineer

### ESSENTIAL FUNCTIONS

1. Assists professional engineers in performing the more difficult civil engineering assignments, including assistance with resolution of design and construction problems, design review, regulatory compliance, and mentoring of technical support staff.
2. Under the direction of a registered professional engineer, assists with the preparation of preliminary and final designs for roadway, drainage, erosion control, water, wastewater, solid waste, recycling, and other infrastructure projects.
3. Under the direction of a registered professional engineer, prepares construction drawings, specifications, contract documents, and construction cost estimates.
4. Reviews land development projects, including construction plans and specifications associated with subdivision maps and building permits. Ensures compliance with applicable federal, state and local standards, ordinances, codes, policies, and design criteria. Coordinates review with outside consultants, unincorporated towns, general improvement districts, public or private sewer and water districts, state and federal agencies, local builders, and land owners.
5. Performs field inspections and construction management. Performs walk through inspections with contractor, prepares correction punch lists, and performs final inspection on capitol construction projects.
6. Processes land acquisitions, annexations, and abandonment of public lands.
7. Fosters teamwork and cooperation with other divisions, departments, agencies, and stakeholders.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION and/or EXPERIENCE

Bachelor's Degree in Civil Engineering, or other closely related field; or an equivalent combination of education and experience that could provide the required knowledge, skills, and abilities.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



## JOB DESCRIPTION

**Civil Engineer I**

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community; write speeches and articles for publication that conform to prescribed style and format; effectively present information to top management, public groups, employees, vendors, and/or boards of commissioners.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference; apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **OTHER KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of engineering mathematics including calculus, algebra, geometry and trigonometry, and knowledge of engineering fundamentals including hydraulics, hydrology, structures, soils, transportation, surveying and construction materials.

Ability to perform semi-skilled to more complex design and drafting using AutoCad, or comparable software; compute or otherwise process technical engineering data using specified formulas and procedures; read and interpret graphic data, blueprints, engineering plans, construction specifications, and maps; extract data from various sources. Assist professional engineers in the preparation of reports, quantities and costs; explain standard departmental policies and procedures to contractors; demonstrate effective interpersonal relationships in bringing people together to solve problems.

Beginning to intermediate proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License with acceptable driving record; Engineering Intern (EI) Certificate desirable.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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### WORKING ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may travel to construction sites; may work under stress of deadlines.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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