

## **ASSISTANT CIVIL ENGINEER**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is engineering work of a moderately high caliber in which the incumbent exercises engineering judgement on numerous important details. The employee may be in charge of projects in the field or of the design of projects in the office, or may be engaged in some special phase of engineering investigation in the field or office. Assignments are received from a superior defining the scope of the work to be performed although the employee uses independent judgment in planning work details and in making technical decisions on routine problems. A supervising engineer gives advice and instruction on the more difficult technical problems. Supervision may be exercised over subordinate engineering and technical personnel.

### **TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Assists in the preparation of plans, specifications and design of proposed engineering projects;
2. Makes field investigations;
3. Directs field parties engaged in establishing alignments and grades for engineering projects;
4. Assists in design of roads, bridges, culverts and drainage systems;
5. Assists in the preparation of cost estimates, time schedules, material specifications for engineering projects;
6. Assists in selecting important equipment, checks manufacturer's equipment specifications and contractor's drawings;
7. Performs investigation, layouts, studies and reports on construction projects;
8. Inspects materials and workmanship on construction projects;
9. Occasionally assists in other public works projects, such as small wastewater treatment systems, park development plans, airport improvement, small solid waste disposal projects;
10. Directs right-of-way and accident surveys.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles and practices of civil engineering; good knowledge of modern methods and techniques as applied to the construction and maintenance of highways; working knowledge of bridge construction and maintenance and other public works projects; ability to make engineering computations, design engineering projects, and make engineering plans and specifications; ability to meet and work with the public; skill in conducting engineering research work and in writing technical reports of such studies; ability to plan and lay out the work of others; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

**ASSISTANT CIVIL ENGINEER** (Cont'd)

**MINIMUM QUALIFICATIONS:**

- EITHER: (A) A Master's Degree in Civil Engineering and one (1) year of full-time paid work experience as a civil engineer;
- OR: (B) A Bachelor's degree in Civil Engineering and two (2) years of full-time paid work experience as a civil engineer;
- OR: (C) An Associate's degree in Engineering Technology or a closely related field and four (4) years of full-time paid work experience in engineering involving road or bridge construction, design, and maintenance projects;
- OR: (D) A Bachelor's degree which included or was supplemented by fifteen (15) credits in Engineering Technology and six (6) years of full-time paid work experience in engineering involving road or bridge construction, design, and maintenance projects;
- OR: (E) An equivalent combination of education, training and experience between the limits of (A) and (D) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

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