

LINN COUNTY CLASSIFICATION

TITLE: CIVIL ENGINEERING ASSOCIATE 1

NUMBER: 273

APPROVAL ORDER

PAY RANGE: 16

NUMBER: 2000-348

CATEGORY: OPEU

DATE: June 28, 2000

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: This is the entry level classification in the Civil Engineering series; applies a wide range of civil engineering principles and methods in the planning, design, construction and maintenance of public works or related projects such as road design and construction, traffic design, drainage facilities, or a related function.

SUPERVISION RECEIVED: Receives supervision from the Civil Engineer or the County Engineer who assign and monitor work and reviews performance.

SUPERVISION EXERCISED: Supervision is not a responsibility of this classification.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Participate in the design and preparation of project plans, specifications and cost estimates for public works projects including minor structures, roads, storm and drainage facilities.
2. Prepare progress reports on projects under construction; maintain records of changes and field notes.
3. Coordinate assigned activities with consultants, engineers, developers, contractors, other County departments and divisions, and with outside agencies.
4. Prepare special engineering studies and reports; perform special assignments on engineering problems of limited complexity.
5. Assist in traffic engineering studies; collect and analyze field data; develop conclusions based on statistical and field evidence; assist in designing traffic related structures.
6. Plan and schedule inspections; ensure compliance with regulations, plans and specifications of projects under construction; review and evaluate project plans for compliance with applicable laws and regulations.
7. Respond to complaints and/or inquiries from the public regarding public works projects.
8. Maintain and update road records and right-of-way files; respond to the public regarding right-of-way inquiries; research road records; assist in negotiations for right-of-way purchases; prepare right-of-way documents.
9. Develop and maintain effective, harmonious and reasonable work relationships with others.

10. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

11. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Knowledge of civil engineering principles and methods; traffic engineering principles and methods; laws, codes, rules, regulations and ordinances applied to design and construction of public works projects; structural materials, methods and techniques used in the construction of public works projects; principles and procedures for acquisition of right-of-way, engineering aspects of land use and development; engineering related computer software and GIS.

Skill and ability to use specialized office and field equipment used in engineering, including personal computers and engineering software; make complex mathematical computations; perform complex structural analysis; ability to prepare engineering plans and specifications; apply standards in design and analysis; effectively administer contracts and prepare cost estimates; inspect the work of contractors on engineering projects, and obtain adherence to plans and specifications; communicate complex processes or events, both orally and in writing; ability to meet and deal effectively with employees, contractors, and the general public.

EXPERIENCE, EDUCATION AND TRAINING: Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in civil engineering and one year of engineering experience, or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Must possess a valid Oregon Motor Vehicle Operator's License and an acceptable driving record; Possession of an Engineer in Training (EIT) Certificate for the State of Oregon within one year of hire.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed in an office environment and outside at field work sites in all weather conditions. The work requirements include the ability to see, talk and hear, sit and stand, walk, bend and stoop, drive a motor vehicle, handle or operate objects, tools or controls, and reach with hands and arms. Must be able to lift and carry up to fifty (50) pounds.