

MAJOR FUNCTION

This is an entry level professional position involving civil engineering work in the office and field in connection with the design, investigation, development, maintenance or construction of technical and engineering projects. Assignments are received from a superior and procedures to be followed are generally well defined. Work is checked upon completion for technical proficiency and adherence to standard practices.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Designs public works or underground utilities projects. Supplies contractors and the general public with information relating to engineering, or growth management projects. Assists in preparation of complex reports and prepares the less complicated reports. May supervise, schedule and assign work to development teams. Participates in the preparation of specifications, plans, estimates and reports pertaining to projects. Conducts a variety of traffic engineering studies. Prepares permits and submits to appropriate agencies for approval. Conducts technical review of site development plans. Performs related work as required.

Other Important Duties

Assists in preparation of applications to the federal government for projects. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of the principles and practices of civil engineering. Knowledge of the principles of physics and mathematics as they apply to engineering problems. Knowledge of modern methods and techniques applied to design, construction and maintenance of street, stormwater, water, and sanitary sewer facilities. Ability to make field surveys and to plan and direct the work of subordinates. Ability to read and interpret engineering drawings and specifications. Skills in the use of microcomputers and engineering instruments and equipment.

Minimum Training and Experience

Possession of a bachelor's degree in civil engineering or a related field.

Necessary Special Requirements

Must obtain an NCEE Engineer Intern Registration within two years of employment.

At the department director's discretion, a valid Class E State driver's license may be required at the time of appointment for any designated positions allocated to this class.

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