

LINN COUNTY CLASSIFICATION

TITLE: CIVIL ENGINEER 1

NUMBER: 275

PAY RANGE: 21

CATEGORY: MANAGEMENT/EXEMPT

APPROVAL ORDER NUMBER: 2016-328

DATE: SEPTEMBER 28, 2016

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: This is the advanced journey level class in the Civil Engineering series; performs professional engineering work in the planning, design, construction and maintenance of public works and related projects such as road design and construction, traffic design, drainage facilities, or a related function; may serve as acting Division Manager in the Division Manager's absence.

SUPERVISION RECEIVED: Receives direction from the Civil Engineer 2 or the Engineering Division Manager who assigns and monitors work and reviews performance.

SUPERVISION EXERCISED: Exercises technical and functional supervision over professional and technical engineering staff, including discipline and evaluation.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in 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. Design, prepare or supervise the preparation of project plans, specifications and cost estimates for public works projects.
2. Assign daily work and monitor work progress; evaluate work in progress and provide training and technical assistance; assist in planning work schedules and project assignments.
3. Serve as project engineer on major engineering projects. Prepare special engineering studies on existing or proposed County projects as assigned.
4. Evaluate roadway construction, maintenance and repair projects; make recommendations concerning design alternatives.
5. Supervise or review the design and drafting work of other engineers and technicians; make technical engineering decisions and assist in establishing technical criteria.
6. Supervise, coordinate or perform the construction inspection of assigned projects; enforce adherence with contract plans, specifications and applicable codes; approve change orders.
7. Prepare or supervise preparation of environmental studies and documents; conduct related public hearings.
8. Review proposed projects for conformance with applicable laws and other regulations.

9. Oversee and conduct traffic engineering studies, develop traffic improvement projects, including final design.
10. Coordinate assigned activities with consultants, engineers, developers, contractors, other County departments and divisions and with outside agencies.
11. Coordinate preparation of property deed and right-of-way descriptions for acquisition of property; resolve right-of-way issues; negotiate for right-of-way purchases.
12. Develop and maintain effective, harmonious and reasonable work relationships with others.
13. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

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

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of principles and practices of civil engineering; traffic engineering principles and methods; principles and practices of project management; 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 make engineering design computations and check, design and prepare engineering plans; understand and interpret engineering construction plans, specifications and other contract documents; perform technical research and solve difficult engineering problems; manage a broad range of engineering projects including supervision of professional, technical and consulting staff; ability to prepare contracts, agreements, specifications and contract documents; ability to conduct comprehensive engineering studies and prepare reports with appropriate recommendations; ability to ensure project compliance with state, federal and local rules, laws and regulations; 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: Bachelor's degree with major coursework in civil engineering and five years of related engineering experience.

NECESSARY SPECIAL QUALIFICATIONS: Must possess a valid motor vehicle operator's license and an acceptable driving record; be registered as a Professional Engineer in the State of Oregon.

PHYSICAL DEMANDS AND WORK ENVIRONMENTAL: Work is performed indoors and outdoors in all types of weather and in all areas of the county. Work requirements include the ability to see, talk, hear, sit, stand, walk, bend, stoop, kneel, jump and run. The ability to use hands to finger, handle or operate objects, tools or controls, to reach with hands and arms and to lift or move fifty (50) pounds is also required.