

CLASSIFICATION ADDENDUM

Job Title: Civil Engineer

Classification Specification: Technical Analyst

Barg Unit: OPE

Pay Grade: C42-C44

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Civil Engineer performs professional engineering work on public works improvement projects and public facilities. Reviews and updates engineering design specifications, and participates in the development and implementation of public works infrastructure requirements and standards relating to streets, traffic control, sanitary sewers, wastewater facilities, stormwater management, erosion control, and other aspects of public and private construction. May provide lead responsibilities for assigned staff.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of Civil Engineering or a related field which provides the necessary education/training and/or experience to perform at a specific level.

Licensing Requirements:

- Engineer-In-Training requires registration as an Engineer-in Training in the State of Oregon; or registration as an Engineer-in-Training in a reciprocal state and the ability to obtain Oregon registration within six (6) months of appointment.
- All levels above EIT require registration as a Professional Civil Engineer in the State of Oregon, or registration as a Professional Civil Engineer in a reciprocal state, and the ability to obtain Oregon registration within twelve (12) months of appointment.
- A valid Oregon driver's license at the time of appointment.

Knowledge:

- Pertinent state, local, and federal regulations and codes pertinent to area of assignment;
- Principles, practices, techniques of civil engineering, planning, construction and inspection pertinent to area of assignment;
- Principles and techniques of contract document preparation and contract administration;
- Engineering design specifications; construction means and methods;
- Project management concepts, methods and techniques;
- Applied mathematics essential to the field of engineering.

Skills: *(Demonstrated skill in performing the following)*

- Applying civil engineering principles, practices and techniques;
- Interpreting and implementing pertinent policies, procedures, rules and requirements;
- Preparing documents related to contract administration;
- Monitoring construction projects; developing cost estimates and allocating resources;

Essential Characteristics and Duties Addendum

- Reviewing and updating engineering design specifications and other pertinent documents;
- Reading, interpreting, and preparing engineering plans, studies, and reports relevant to area of assignment.

Qualification For Grade Progression:

C42 - Contributing - Engineer-in-Training Level

C43 - Journey - Registered Professional Engineer with four years progressively responsible experience.

C44 - Advanced/Lead Level – Must have three years experience at C43 level prior to C44 progression.

Physical Requirements Addendum

Light to Medium Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

Addendum History

Created: 2011.09

Modified: 2012.03

2017.11 – Revisions by HR

2020.10 – Revisions by HR