



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Civil Engineer I</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>    </u> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Manager, Design &amp; Construction</u>	<b>FLSA:</b> <u>Exempt</u>	<b>DATE:</b> <u>10/11</u>
<b>DEPARTMENT:</b> <u>Resource Management</u>	<b>JOB CODE:</b> 101	

### **DEFINITIONS:**

Work is performed under general supervision pertaining to a variety of professional civil engineering tasks including but not limited to; construction plan review for streets, storm drainage improvements and storm water management, and sediment and erosion control facilities.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Review plans for development to ensure compliance with County standards. Review plans for streets, roadway infrastructure and storm drainage. Conduct traffic studies. Assist with engineering designs, plans, specifications and cost estimates and act as project manager.

Prepare reports related to work and research. Provide technical engineering advice and assistance to the public, County officials, architects, engineers, contractors, developers and the like to ensure adherence to proper standards and codes. Answer public inquiries about storm sewers, easements, subdivisions, flood plains, etc. Hydraulically size drainage structures and recommend size of hydraulic structure to be installed.

**KNOWLEDGE AND SKILL:**

1. Good knowledge of plans, maps, deeds, plats and other survey documentation.
2. Good knowledge of computer applications regarding engineering projects.
3. Knowledge of engineering standards and regulations.
4. Skill in map reading, mathematical calculations and technical specifications.
5. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public.
6. Skill in traversing rough terrain, pre-construction and construction sites and excavated areas.

**MINIMUM QUALIFICATIONS:**

A Bachelor's degree in Civil Engineering and some related professional experience; or any equivalent combination of education and experience that would provide basic knowledge of professional civil engineering principles, practices and methods. Must have taken and passed the engineering intern test.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)