

WINNEBAGO COUNTY JOB DESCRIPTION

**NON-BARGAINING
UNIT**

**STEP AND GRADE:
12E**

**DATE LAST PRINTED:
July 12, 2002**

JOB TITLE : CIVIL ENGINEER

Summary of Responsibilities

Under direction, performs moderately difficult professional civil engineering duties in connection with the planning, design, construction, and maintenance more complex highway projects.

Illustrative Examples of Work

1. Performs preliminary field surveys and inspections for proposed projects; act as chief of survey party, operating survey instruments and recording field data for design, location, topographic and surveys.
2. Supervises or performs the instrument work necessary to insure the proper layout of line and Rae for small construction projects, such as assigned by chief Engineer; inspects the various details of the construction work for satisfactory workmanship and adherence of plans and specification or may supervise others performing these inspections; serves as resident engineer on small construction projects.
3. Prepares design plans or less complex watersheds, drains, roads, well pumps, and drainage structures; prepares preliminary reports and details survey reports of water development and watershed projects.
4. Prepares and checks material and other construction estimates and proposals; samples and tests soils; makes physical and chemical test of construction or maintenance materials; may supervise minor or routine phases of the one performed by engineering technicians on contractor's personnel.
5. Advises private local conservation groups on proposed watershed projects and proper conservation practices.
6. Performs other related duties as assigned or required.

Education

-Requires knowledge, skill and mental development equivalent to completion of four years college with degree in civil engineering.

Experience

-Requires one year of professional experience in civil engineering.

Abilities

-Requires working knowledge of professional civil engineering methods, procedure techniques, and physical and chemical tests.