
Auburn University Job Description

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| Job Title: | Master Plan Implement CE | Level I | Grade 32 \$35,000 - \$58,400 |
| Job Code: | JA07 | Level II | Grade 33 \$39,300 - \$65,500 |
| FLSA status: | Exempt | Level III | Grade 34 \$45,100 - \$75,100 |
| | | Level IV | Grade 35 \$51,900 - \$86,400 |
| | | Level V | Grade 36 \$59,700 - \$99,600 |
| | | Level VI | Grade 37 \$68,700 - \$114,500 |

Job Summary

Develops, manages, and implements complex multi-year master plans related to civil engineering.

Essential Functions

1. Develops, manages, and implements major environmental plans such as the conversion of campus to a pedestrian-dominant environment.
2. Develops, manages, and implements master plan's throughout campus to include but not limited to storm and sanitary sewer infrastructure, roadways, parking lots and traffic control systems.
3. Manages design and pre-construction processes related to new construction and renovation projects.
4. Reviews plans for construction and major renovation projects in order to assure compliance with pedestrian, storm sewer, sanitary sewer, and traffic master plans.
5. Performs civil engineering design, design review, and consulting services for total campus community while maintaining working relationship with maintenance and construction personnel.
6. Serves as liaison with municipal and county government officials and organizations in matters related to engineering and construction.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

Auburn University Job Description

Job Family Levels

| Level | Responsibility | Knowledge | Education and Experience* |
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| I | Works under close supervision; receives specific and detailed instructions for required tasks and results expected. Performs a variety of routine tasks. Usually assumes no responsibility for direction of others. | Familiarity with engineering staff, methods, practices and programs. | B.S. in Engineering and no experience. |
| II | Performs standard engineering work requiring application of standard techniques and procedures. Assignments may include higher-level work for developmental purposes. Receives close supervision on new aspects of assignments. Uses prescribed methods, performs specific and limited segments of an experienced engineer's broader assignment. | Continuing developmental level. Limited exercise of judgment required when less common methods or procedures are necessary. | B.S. in Engineering plus 2 years professional experience. Experience must include at least 2 years at the preceding level or equivalent. |
| III | Assignments have clear and specific objectives and require investigation of a limited number of variables. Receives instructions on specific assignment objectives, complex features, and possible solutions. May be assisted by engineers or technicians and be responsible for single phase of a project. | Independently evaluates, selects and applies standard engineering techniques and procedures while using judgment when making minor adaptations and modifications. | B.S. in Engineering plus 4 years professional experience. Experience must include at least 2 years at the preceding level or equivalent. |
| IV | Plans and conducts work requiring judgment in independent evaluation, selection and substantial adaptation/modification of standard techniques, procedures, and criteria. Devises new solutions to problems encountered. Independently performs most assignments with instruction only regarding general expected results. May supervise a few engineers and/or technicians on project basis. | Fully competent in all conventional aspects of subject matter or functional area of assignments. | B.S. in Engineering plus 6 years professional experience. Experience must include at least 2 years at the preceding level or equivalent. |
| V | Makes decisions independently regarding engineering complexities and methods. Supervision and guidance relate largely to overall objectives, critical issues, new concepts and policy matters. Supervises, coordinates and reviews work of small staff of engineers and/or technicians. As individual researcher or staff specialist, performs complex or novel assignments requiring development of new and/or improved techniques and procedures. | Applies diversified knowledge of engineering principles and practices to broad variety of assignments and related fields. Requires use of advanced techniques and modification and extension of theories, precepts and practices in individual's field. | B.S. in Engineering plus 8 years professional experience. Experience must include at least 2 years at the preceding level or equivalent. |

Auburn University Job Description

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| VI | Plans and develops engineering projects concerned with unique or controversial complexities which have important impact on major organization programs. Plans, organizes and supervises work of staff of engineers and technicians. As individual researcher, consultant or staff specialist conceives plans and conducts research in areas of considerable scope and complexity. | Technical liaison to individuals within or outside his organization involving exploration of subject area, definition of scope, selection of areas for investigation and development of novel concepts. | B.S. in Engineering plus 10 years professional experience. Experience must include at least 2 years at the preceding level or equivalent. |
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* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

Auburn University Job Description

Minimum Required Education and Experience

- Level I** B.S. in Engineering and no experience.
- Level II** B.S. in Engineering plus 2 years professional experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** B.S. in Engineering plus 4 years professional experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level IV** B.S. in Engineering plus 6 years professional experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level V** B.S. in Engineering plus 8 years professional experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level VI** B.S. in Engineering plus 10 years professional experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Degree in Civil Engineering

Focus of Experience

Experience in the development, planning, and/or implementation of civil engineering plans

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Certification or Licensure Requirements:

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/4/2012
