
Auburn University Job Description

Job Title:	Civil Engineer	Level I	Grade 32 \$35,000 - \$58,400
Job Code:	JA08	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

Applies civil engineering concepts, principles, and practices in research, development, testing, design, and analysis of materials, processes, and equipment.

Essential Functions

1. Plans, develops, manages, and documents small and large scale civil engineering projects including the development of budgets, concepts, designs, specifications, evaluations, etc.
2. Researches and develops short and long term objectives related to campus maintenance and construction projects.
3. Provides civil engineering solutions, designs, and support for construction and maintenance projects on campus buildings, systems, and sites.
4. Determines project feasibility based upon analysis to develop modifications and enhancements to existing streets, roadways, and parking lots on campus.
5. Coordinates and communicates with contractors, consulting engineers, surveyors, inspectors, interior designers, architects, utility representatives, and other officials to gather and disseminate information and maintenance records as well as to work in unison on campus projects.
6. Oversees and reviews the work of others including contracted civil engineering consultants such as surveyors and geotechnical engineers.
7. Prepares deeds, property descriptions, and right-of-way maps.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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.

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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
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.	Continuing developmental level. Limited exercise of judgment required when less common methods or procedures are necessary.	B.S. in Civil 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 Civil 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 Civil 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 or closely related field and certification as a Professional Engineer.
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 or closely related field, certification as a Professional Engineer and 3 years of progressive engineering experience as a Professional Engineer. Experience must include at least 3 years at the preceding level or equivalent.

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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 or closely related field, certification as a Professional Engineer, and 6 years of progressive engineering experience as a Professional Engineer. Experience must include at least 3 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.

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Minimum Required Education and Experience

- Level I** B.S. in Civil Engineering and no experience.
- Level II** B.S. in Civil Engineering plus 2 years professional experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** B.S. in Civil 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 or closely related field and certification as a Professional Engineer.
- Level V** B.S. in Engineering or closely related field, certification as a Professional Engineer and 3 years of progressive engineering experience as a Professional Engineer. Experience must include at least 3 years at the preceding level or equivalent.
- Level VI** B.S. in Engineering or closely related field, certification as a Professional Engineer, and 6 years of progressive engineering experience as a Professional Engineer. Experience must include at least 3 years at the preceding level or equivalent.

Focus of Education

Degree in Civil Engineering required for Level I, II, and III. Degree in Engineering or closely related field and certification as a Professional Engineer required for Level IV, V, and VI.

Focus of Experience

Experience in engineering practices and principles

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:

Certification as a Professional Engineer is required for levels IV, V, and VI of this job family.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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 sitting, handling objects with hands, .

Job occasionally requires standing, walking, reaching, climbing or balancing, talking, hearing, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

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Date: 12/14/2010