AUBURN
Human Resources

Civil Engineer I

Job Description

JOB INFORMATION

Job Code	JA08A
Job Description Title	Civil Engineer I
Pay Grade	FM15
Range Minimum	$55,080
33rd %	$67,930
Range Midpoint	$74,360
67th %	$80,790
Range Maximum	$93,640
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/31/2022

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Design & Construction

JOB SUMMARY

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

RESPONSIBILITIES

- Plans, develops, manages, and documents small and large scale civil engineering projects including the development of budgets, concepts, designs, specifications, evaluations, etc.
- Researches and develops short and long term objectives related to campus maintenance and construction projects.
- Provides civil engineering solutions, designs, and support for construction and maintenance projects on campus buildings, systems, and sites.
- Determines project feasibility based upon analysis to develop modifications and enhancements to existing streets, roadways, and parking lots on campus.
- 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.
- Oversees and reviews the work of others including contracted civil engineering consultants such as surveyors and geotechnical engineers.
- Prepares deeds, property descriptions, and right-of-way maps.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Civil Engineering required for Level I	and	0 years of	Experience in engineering practices and principles	

Substitutions Allowed for Experience	Yes
Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

Continuing developmental level.	
Limited exercise of judgment required when less common methods or procedures are necessary.	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking			X			
Hearing			X			
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically and distinguish colors.