

# **LINN COUNTY CLASSIFICATION**

**TITLE: CIVIL ENGINEERING ASSOCIATE 2**  
**NUMBER: 274**  
**PAY RANGE: 18**  
**CATEGORY: OPEU**

**APPROVAL ORDER**  
**NUMBER: 2000-349**  
**DATE: June 28, 2000**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: This is the journey level class in the Civil Engineering series; applies a wide range of civil engineering principles and methods in the planning, design, construction and maintenance of public works or related projects such as road design and construction, traffic design, drainage facilities or a related function.

SUPERVISION RECEIVED: Receives supervision from the Civil Engineer or County Engineer who assign and monitor work and reviews performance.

SUPERVISION EXERCISED: May exercise technical supervision over assigned technical personnel or temporary employees.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Design and prepare project plans, specifications and cost estimates for public works projects including roads, storm drains, structures and other projects.
2. Prepare progress reports on projects under construction; maintain records of changes and field notes.
3. Coordinate assigned activities with consultants, engineers, developers, contractors, other County departments and divisions, and with outside agencies.
4. Prepare special engineering studies and reports; perform special assignments on engineering problems as necessary.
5. Perform traffic engineering studies including capacity and level of service analyses, trip generation analyses, accident investigations, and generation of transportation plans.
6. Participate in developing traffic improvement projects, including preliminary and/or final design; determine potential traffic impacts of land use proposals; conduct and review traffic impact studies; create and review traffic control plans.
7. Plan and schedule inspections; ensure compliance with regulations, plans and specifications of projects under construction. Review and evaluate project plans for compliance with applicable laws and regulations.
8. Respond to complaints and/or inquiries from the public regarding public works projects.
9. Maintain and update road records and right-of-way files; respond to right-of-way inquiries; research road records; resolve right-of-way uses; negotiate for right-of-way purchases; prepare right-of-way documents.

10. Coordinate the installation of the GIS system in the Road Department; identify issues and solutions for implementation of GIS system segments.
11. Coordinate and manage the Information Road Inventory System (IRIS).
12. As assigned, manage the GIS system in the Road Department; update data.
13. Develop and maintain effective, harmonious and reasonable work relationships with others.
14. Maintain regular and predictable work attendance.

**OTHER FUNCTIONS:**

15. Other duties as assigned.

**RECRUITING REQUIREMENTS:** (Additional specific details may be provided by the specific office or department job announcement, if applicable).

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of civil engineering principles and methods; traffic engineering principles and methods; laws, codes, rules, regulations and ordinances applied to design and construction of public works projects; structural materials, methods and techniques used in the construction of public works projects; principles and procedures for acquisition of right-of-way; engineering aspects of land use and development; engineering related computer software and GIS.

Skill and ability to use specialized office and field equipment used in engineering, including personal computers and engineering software; make complex mathematical computations; perform complex structural analyses; ability to prepare engineering plans and specifications; apply standards in design and analysis; effectively administer contracts and prepare cost estimates; supervise and inspect the work of contractors on engineering projects, and to obtain adherence to plans and specifications; communicate complex processes or events, both orally and in writing; ability to meet and deal effectively with employees, contractors and the general public.

**EXPERIENCE, EDUCATION AND TRAINING:** Equivalent to a Bachelors Degree from an accredited college or university with major coursework in civil engineering and four years of engineering experience, or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

**NECESSARY SPECIAL QUALIFICATIONS:** Must possess a valid Oregon Motor Vehicle Operator's License and an acceptable driving record plus an Engineer in Training (EIT) Certification upon hire.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work is performed in an office environment and outside at field work sites in all weather conditions. The work requirements include the ability to see, talk and hear, sit and stand, walk, bend and stoop, drive a motor vehicle, handle or operate objects, tools or controls, and reach with hands and arms. Must be

able to lift and carry up to fifty (50) pounds.