

PROVO CITY CLASSIFICATION SPECIFICATION	
<b>Title:</b> Engineer I	<b>Job Code:</b> 2412
<b>Date:</b> November 13, 2017	<b>EEOC Code:</b> PR
<b>FLSA Designation:</b> Non-Exempt	<b>Civil Service Status:</b> Covered (UC)

**DEFINITION:** This is skilled, entry-level professional civil engineering work.

**CLASSIFICATION STANDARDS:** Positions allocated to this classification are responsible to the Engineering Division Director or an assigned supervisor and perform all work under close to general supervision. This work differs from that of other professional engineering classes by its entry-level nature and limited range of engineering projects and responsibilities. Positions may be assigned to a specific section and/or area of expertise. *Note: Employees of this class are eligible for advancement to the next level in this career series as directed by policy.*

**ESSENTIAL DUTIES:** Prepare designs for small and medium-sized engineering projects in accordance with general engineering principles and City standards; recommend consultants; may work on larger team projects; prepare plans; complete designs; review subordinates' work; recommend contract change orders; perform right-of-way acquisitions; review survey data and specify types of laboratory tests; approve or reject contractor's work; may supervise engineering technicians; may serve as project engineer on less difficult projects; calculate pricing and contractor payments; prepare reports of work done and project status; prepare project documents; monitor and comply with bidding procedures; meet periodically with department staff to outline project status; may serve as City representative on joint projects; meet with the general public or project consultant to evaluate and resolve engineering-related problems; review development proposals and negotiate changes with applicants, as necessary; may assist in traffic evaluations and in coordinating existing signal and signing systems.

May supervise subordinate staff, including scheduling workload; assist in training assigned personnel; ensure work is completed accurately and efficiently; identify, evaluate, and resolve personnel concerns; may conduct performance evaluations and enact discipline if needed; assist with division staffing decisions, including the hiring and firing of personnel; assist other staff members as needed; perform other related duties as required.

**MINIMUM REQUIREMENTS:** Bachelor's degree in Civil Engineering or a related engineering field **OR** an equivalent combination of education and/or experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience].

**License(s)/Certification(s):** A valid, lawful Driver's License is required.

**SELECTION FACTORS:** *Knowledge of:* related laws, codes, rules, and regulations governing engineering functions; policies and procedures established for the work system; the operations, functions, and terminology common to civil engineering; basic English composition, spelling, and grammar. *Skill in:* interpersonal relations and work management in contacts with representatives of contractors, outside agencies and public officials; computation at level required of graduate civil engineers; using computers, CAD and surveying programs, tools, and equipment; engineering

design and evaluation of engineering plans and specifications; practicing trust-building behaviors. **Ability to:** perform field analysis and make correct engineering decisions; explain technical and engineering plans to non-technical officials and the public; develop and maintain effective working relationships with the public, coworkers, and superiors and demonstrate respect, integrity, courtesy, and kindness in all circumstances; demonstrate a high level of commitment to the principles of positive customer service; communicate effectively, both orally and in writing; quickly and accurately perform work; deal with the public in a pleasant, courteous, and calm manner in all circumstances; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; lead the work of others.


**TOOLS AND EQUIPMENT USED:** Computer, calculator, survey equipment, vehicle.

**PHYSICAL DEMANDS:** Requires moderate physical activity, including pushing, pulling or lifting medium weights (up to 50 lbs). Uncomfortable working positions such as stooping, crouching and bending. Walking through construction and development projects. Sitting at workstations for long periods.

**ENVIRONMENTAL FACTORS:** Requires exposure to dust, noise, and periodic adverse weather at construction sites. Periodic exposure to high volume traffic areas and heavy construction equipment; frequent exposure to blueprint ammonia. May include exposure to high-stress situations or environments, including, contact with the public in confrontational or uncomfortable circumstances.

  
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Department Director

11/1/17  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Mayor/Chief Administrative Officer

11/13/17  
\_\_\_\_\_  
Date

**NOTE:** The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.