

**CITY OF ANN ARBOR, MICHIGAN
JOB DESCRIPTION**

JOB TITLE: Civil Engineer I- Staff Engineer

Job Number: 000990

Date Finalized: 6/22/2017

Service Area: Public Services Service Unit: Engineering	Accountable To City Engineer
Mission Statement The City of Ann Arbor's mission is to deliver exceptional services that sustain and enhance a vibrant, safe and diverse community.	
Role Summary This is an entry-level position for professional civil engineering work. Performs assignments designed to develop professional work knowledge and abilities. The usual assignments require the application of standard engineering techniques and criteria in carrying out a sequence of related tasks. Due to the nature of assignments given, limited exercise of judgment is required on details of work and in making preliminary selections and adaptations of engineering alternatives. Assignments typically have clear and specific objectives.	
Duties Incumbent may be responsible for the following duties: <u>Essential Duties</u> <ul style="list-style-type: none">• Performs civil engineering design, construction contract administration, plan review, and/or traffic engineering tasks.• Using standard engineering principles and methods, completes projects that have a small or limited scope.• Performs specific portions of a broader assignment under the direction of the City Engineer, or her/his designee.• Applies standard engineering practices and techniques in specific situations.• Adjusts and correlates data.• Recognizes discrepancies in study results, construction plans, and project specifications.• Follows operations through a series of related, detailed, steps or processes.• Performs work that involves conventional types of plans, investigations, surveys, or structures with few complex features.• Typically all work performed has identifiable precedents.• Prepares construction contract specifications.• Collects and processes data.• Investigates and assists in the preparation of options in the preliminary or study phases of projects.• Performs research and prepares initial and final drafts of project specific reports.• Prepares construction quantity take-offs and cost estimates and other activities requiring basic knowledge of the principles and techniques of civil engineering.• Reviews design and construction plans and daily inspection reports. <u>Related Work</u> <ul style="list-style-type: none">• May assist with field surveying, drafting, and construction inspection.	

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Knowledge of: (position requirements at entry)

- Civil engineering principles
- Construction cost estimating
- Basics of surveying
- Basics of AutoCAD and/or civil engineering drafting

Skills and Ability to:(position requirements at entry)

- Communicating through oral and written instruction, with the ability to understand and follow oral and written policies, procedures and instructions
- Identifying problems and finding solutions
- Using computers and applicable software
- Customer service orientation

Equipment

Passenger vehicle, computers, printers, scanners, blue print machines, field and office measurement tools, conventional surveying equipments, cell phones, pagers and miscellaneous office equipment

Training and Experience (position requirements at entry)

- Bachelor's Degree in Civil Engineering
- 0-3 years experience in Civil Engineering
- Ability to receive Fundamental-in-Engineering certificate (FE)

Licensing Requirements (position requirements at entry)

- Valid driver's license

Physical Requirements

The physical ability to climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull, lift, finger, grasp, feel, talk, hear, see, and perform repetitive motions.

Essential duties require the mental and/or physical ability to: work in a standard office environment; read fine print on blueprints and display terminals; converse by telephone, two-way radio, in person, or around the noise of heavy construction equipment; move across rough terrain and bridge scaffolding; climb into and out of sewers and trenches, climb ladders, and several flights of stairs; use drafting instruments, calculators, and personal computers; and strength to lift and carry up to 30 pounds. The work requires the ability to distinguish colors and to hear audible alarms. Incumbents may be subject to potentially hazardous physical conditions, atmospheric conditions, extreme temperatures, intense noise, and/or vehicle traffic.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a small amount of force constantly to move objects.

Description Prepared By

Nicholas Hutchinson, P.E., City Engineer, August 2013/HR Review-AC, AAW 9/16/13/Service Unit Name Change 6/22/2017