

CLASS TITLE: ENGINEER I

PURPOSE OF THE CLASSIFICATION: Under general supervision performs entry level professional civil engineering work in the construction and inspection of Public Works projects and other related assigned duties.

ESSENTIAL TASKS:

- Reviews preliminary and final plans and designs for a variety of Public Works projects
- Performs design work of moderate complexity under the supervision of a professional engineer
- Plots profiles and cross sections for various engineering projects from field survey notes
- Lays proper grades, determines alignments, and prepares quantity and cost estimates
- Calculates traverse and writes descriptions of property to be purchased by the City
- Prepares various contracts, letters, reports, and any required addendums
- Supervises subordinate employees in the inspection of construction projects
- Makes spot checks to see that inspection work is performed properly
- Supervises a number of field survey parties
- Assigns parties to location and checks all field notes submitted by party chiefs
- Plans and designs park rest houses, shelters and other facilities
- Researches and designs special projects
- Investigates storm water drainage problems, identifies causes and makes recommendations on solutions
- Supervises skilled and unskilled workers on construction projects
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in civil, mechanical, electrical, industrial or chemical engineering; prefer one (1) year of related engineering experience. Refer to the Engineering Services Progression Criterion Document for additional requirements.

Knowledge, Abilities and Skills: Good knowledge of the principles and practices of civil engineering as applied to land surveying, drafting, design, and construction; good knowledge of the methods, materials, tools and equipment used in public works construction; and good knowledge of engineering mathematics. Ability to adapt approved engineering methods and standards to the design of sanitary and storm sewers, streets, and other public works; ability to make complex engineering computations quickly and accurately; ability to prepare reports to technical and engineering information; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information. Applicant must possess skill in the use of drafting and surveying instruments.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 60 pounds; may be subject to walking, standing, reaching, balancing, climbing, bending, kneeling, handling, feeling, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Certification within Oklahoma as an Engineer Intern as evidenced by successful completion of the Fundamentals of Engineering examination within one year of appointment; and some positions require possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting, and occasionally outdoors and in inclement weather; and requires some travel to various City locations to conduct fieldwork.

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Class Code: 2014

EEO Code: E-02

Pay Code: EX-28

Group: Engineering, Planning and Technical

Series: Professional Engineering

Effective date: July 1, 2000