

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 653

CIVIL ENGINEER I

GENERAL

Entry-level position performing engineering activities of design, construction and inspection. Work is performed under close supervision.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Assists in design and preparation of construction specifications for Capital Improvement projects.

Prepares cost estimates.

Supports construction contracts for Capital Improvement Projects.

Supports public works construction projects, such as inspection of streets, sidewalks, water and sewer lines, etc.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of principles and procedures of civil engineering or construction.

Ability to prepare the cost estimate and engineering computations for working plans.

MINIMUM QUALIFICATIONS

Bachelor's degree in Civil Engineering or Construction Management.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Rev. 9/01

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