



## Town of Oro Valley Classification Description

Title: **CIVIL ENGINEER**  
Job Code: 3140  
FLSA Status: Exempt

Department: Public Works  
Salary Grade: 119

### **POSITION SUMMARY:**

Under general supervision, performs civil engineering work including planning, designing, reviewing and maintaining construction and development project plans.

### **ESSENTIAL JOB FUNCTIONS:**

- A. Plans, designs, reviews and maintains detailed plans, specifications and estimates for public and private construction and development projects.
- B. Participates in pre-submittal, preliminary and final review of engineering plans.
- C. Performs plan review for grading, paving, drainage and private sewer construction plans and recommends the acceptance and/or non-acceptance of plans.
- D. Ensures engineering design on plans meet the standards accepted by Town, state and Federal agencies.
- E. Discusses plan review comments with applicants and engineers to facilitate the acceptance of the plans and project for construction.
- F. Prepares project files for record keeping and provides status reports for projects.
- G. Visits construction sites and conducts field inspections.
- H. Resolves questions relating to improvement plans and designs shown on plans.
- I. Researches engineering data and/or files and writes analytical reports and correspondence.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of applicable Town, state and Federal statutes, ordinances, codes, rules and regulations governing engineering.
- Knowledge of engineering practices and principles, complex mathematical and engineering formulas and material testing practices.
- Knowledge of engineering design, plan, calculations, and preliminary drafting techniques, principles and practices.
- Skill in organizing, analyzing, interpreting, and evaluating civil engineering problems.
- Skill in the use of graphic instructions such as blueprints, schematic drawings, layouts or other visual aids.
- Skill in planning and designing specifications for engineering projects.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.

**MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Civil Engineering or related field.
- Registration as a Professional Engineer (P.E.) in the State of Arizona desirable.
- Four (4) years' experience in civil engineering, roadway design and/or construction; **OR** an equivalent combination of education and experience.

**ENVIRONMENTAL FACTORS and WORKING CONDITIONS:**

- Work is performed in indoor and outdoor environments.