AUBURN
Human Resources

# Civil Engineer IV

Job Description

## JOB INFORMATION

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|---|---|
| Job Code | JA08D |
| Job Description Title | Civil Engineer IV |
| Pay Grade | FM18 |
| Range Minimum | $73,950 |
| 33rd % | $93,670 |
| Range Midpoint | $103,520 |
| 67th % | $113,380 |
| Range Maximum | $133,100 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 5/31/2022 |

## JOB FAMILY AND FUNCTION

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|---|---|
| Job Family: | Facilities, Maintenance, & Operations |
| Job Function: | Design & Construction |

## JOB SUMMARY

Applies civil engineering concepts, principles, and practices in research, development, testing, design, and analysis of materials, processes, and equipment.

## RESPONSIBILITIES

- Plans, develops, manages, and documents small and large scale civil engineering projects including the development of budgets, concepts, designs, specifications, evaluations, etc.
- Researches and develops short and long term objectives related to campus maintenance and construction projects.
- Provides civil engineering solutions, designs, and support for construction and maintenance projects on campus buildings, systems, and sites.
- Determines project feasibility based upon analysis to develop modifications and enhancements to existing streets, roadways, and parking lots on campus.
- Coordinates and communicates with contractors, consulting engineers, surveyors, inspectors, interior designers, architects, utility representatives, and other officials to gather and disseminate information and maintenance records as well as to work in unison on campus projects.
- Oversees and reviews the work of others including contracted civil engineering consultants such as surveyors and geotechnical engineers.
- Prepares deeds, property descriptions, and right-of-way maps.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

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| Supervisory Responsibility | Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions. |

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum**

**requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|---|---|---|---|---|---|
| Bachelor's Degree | Degree in Engineering or closely related field and certification as a Professional Engineer required for Level IV | and | 4 years of | Experience in engineering practices and principles | |

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| Substitutions Allowed for Experience | Yes |
| *Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.* | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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| Fully competent in all conventional aspects of subject matter or functional area of assignments. | |

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| Physical Demands Category: | Other |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | X | | |
| Lifting | X | | | | | |
| Climbing | | | X | | | |
| Stooping/ Kneeling/ Crouching | | X | | | | |
| Reaching | | | X | | | |
| Talking | | | X | | | |
| Hearing | | | X | | | |
| Repetitive Motions | | | | X | | |
| Eye/Hand/Foot Coordination | | | | X | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Extreme cold | | | X | | |
| Extreme heat | | | X | | |
| Humidity | | | X | | |
| Wet | | | X | | |
| Noise | | | X | | |
| Hazards | | | X | | |
| Temperature Change | | | X | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Atmospheric Conditions | | | X | | |
| Vibration | | | X | | |

| **Vision Requirements:** |
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| Ability to see information in print and/or electronically and distinguish colors. |