



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Civil Engineering Designer	Job Code:	8022200	Job Grade:	PE6
Reports to:	Senior Design Civil Engineer	Pos. No:	Various	FLSA Code:	E
				SIC:	9532
Department:	Public Works	Loc. Code:	3330072	WC Code:	8810
Division:	Various	CS Code:	A, B, C, D	EEOC Code:	B02

Summary of Functions: Under supervision, designs roads, streets, bridges, and ancillary works, prepares cost estimates and contract documents and otherwise assists in transportation and utility operations functions and design, including field studies, data collection/analysis, system monitoring/evaluation; may conduct utility or other safety investigations and operational studies on major capital improvement programs.

Management Scope: May direct computer-aided drafters, engineering technicians and/or field survey parties in preparation of construction plans, estimates and specifications.

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Assists in the preparation of roadway and other project planning data including engineering analysis, and evaluation of data.	40%	E
2. Designs projects for streets, road and bridges, including storm sewer other hydraulic systems.	20%	E
3. Prepares right of way documents and maps acquisition of right of way; Reviews right of way documents. Prepares plans and exhibits for railroad agreements. Assists field survey party chiefs in acquiring field Data necessary to design and prepare construction plans and/or right of way documents	15%	E
4. Reviews and designs revisions for engineering construction plans prepared others.	10%	E
5. Prepares plans, specifications, estimates and bid documents and proposals for construction projects.	10%	E
6. Performs other duties as assigned.	05%	N

* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*

Minimum Qualifications:

Education, Experience and Training:

Special Requirements/Knowledge, Skills & Abilities:

Skilled in the use of standard software applications. Certification by TX. State Board of Registration for Professional Engineers as an Engineer-in-Training or become certified within one year from the date of hire. Skills in Computer Aided Design (CAD). Requires a valid Texas Drivers License, good driving record and providing a copy of 10-year driving history. Must maintain a good driving record and remain in compliance with Article II, Subdivision II of Chapter 90 of the Dallas County Code.

Education, Experience and Training:

Education and experience equivalent to a Bachelor’s Degree from an accredited college or university in Engineering, Architecture, or in a job related field of study. One (1) year of additional experience required in Civil Engineering.

Special Requirements/Knowledge, Skills & Abilities:

Skilled in the use of standard software applications and computer aided design and drafting software. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Licensed as a Registered Professional Engineer. Must possess a valid Texas Driver’s License, with a good driving record.

Physical/Environmental Requirements:

Standard office environment. Ability to travel to various work site locations.

Hay Points/Point Factor:

KH= E12, 200 pts, PS= D3 (33) 66 pts, AC= C3C 76 pts, TTL= 342 pts.

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date: 8/15/2016

Approved by Civil Service Commission on

Date: 8/15/2016

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.

Approved by Commissioners Court and/or Civil Service Commission: 10/19/98, 10/0/10