

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CIVIL ENGINEER I

POSITION CODE: 07601
Effective: 12-20-63

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, performs basic professional civil engineering duties of a routine nature involving the planning, design, construction, or maintenance of engineering projects usually limited in scope and complexity.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Acts as instrumentman or note keeper on location and topographic surveys; assists chief of survey party in preparing field notes and making calculations.
2. Participates in field surveys of undeveloped land; operates transit, level, and other surveying equipment; examines and records soil composition and natural drainage.
3. Inspects, as directed, the execution of grading, surfacing, and the construction of drainage structures for satisfactory workmanship and adherence to plans and specifications; assists in establishing line and grade for this work by using survey instruments, keeping notes, and making computations.
4. Reduces field survey notes, computes and plots cross sections, computes areas and excavation or materials quantities; checks such computations made by others; performs drafting work for preparation of construction or design plans.
5. Acts as proportioning engineer on cement or bituminous surface, foundation, or drainage projects.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill, and mental development equivalent to completion of four years college with a degree in civil engineering.

Knowledges, Skills and Abilities

Requires elementary knowledge of professional civil engineering methods, procedures, and techniques.

Requires ability to use standard civil engineering instruments and equipment.

Requires ability to collect, prepare, and maintain technical notes and data.

Requires ability to read, interpret, and analyze engineering reports, plans, and specifications.

Requires ability to prepare routine technical engineering records and reports.