



## JOB DESCRIPTION

Title: **CIVIL ENGINEER II**  
Department: Public Works/Engineering  
Class Code: 3132  
FLSA Status: Non-Exempt  
Effective Date: April 28, 2004 (Revised 10/2024)

### GENERAL PURPOSE

Under general supervision from the City Engineer and the Senior Civil Engineer, is responsible for technical engineering, engineering design, standards, survey work, project management and construction management, Storm Water Management Program, traffic studies, CAD, pavement management and other engineering software applications.

### ESSENTIAL DUTIES

- Prepares designs for Public Works/Engineering projects in accordance with general engineering principals and Murray City standards; designs, prepares drawings, specifications, bidding documents, contracts, and cost estimates for road and utility projects; conducts and coordinates design and construction surveying, provides construction staking; serves as Project Engineer on Public Works/Engineering and Utility projects.
- Conducts construction inspections and reviews contractor pay requests.
- Prepares legal descriptions and property acquisition documents.
- Provides design data for surveying and engineering applications using AutoCAD, Pavement Management, word processing, spread sheets, Geographic Information Systems (GIS); uses appropriate computer hardware; responsible for the data input and production of digital maps, surveys, engineering drawings, and special database reports for Public Works Department.
- Assists with engineering division review of residential subdivision and commercial project plans and construction drawings during subdivision or building permit review process; ensures compliance with codes and standards.
- Manages sections of the City's storm water management program ensuring compliance with UPDES permit requirements (state and county.) Reviews Stormwater Pollution Prevention Plans and issues City Land Disturbance Permits.
- Conducts traffic studies to support compliance with state and local codes; conducts traffic studies to support project design projections; coordinates the traffic calming program.
- Provides technical assistance and consults with other departments regarding engineering functions, site development, drainage, and transportation.
- Oversees other agencies working within City boundaries to ensure public safety and ensure protection of City facilities; coordinates road closures to maintain traffic flow.

- Supervises and coordinates inspection of water mains, sewer lines, curbs, gutters, sidewalks and road cuts.
- Answers technical questions and provides information to the public.
- Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from college with a bachelor's degree in civil engineering and four (4) years working as a Civil Engineer I or four (4) years of experience in surveying, engineering design, inspection and CAD, OR any equivalent combination of education and experience.

### Special Requirements

- Must have a valid Utah Driver License; Professional Engineer License required; AutoCAD experience required; GIS/ArcGIS, GPS, and Civil 3D experience desired.

### Necessary Knowledge, Skills and Abilities

- Working knowledge of civil engineering and engineering design; working knowledge of CAD, working knowledge of public works construction.
- Skill in operating survey equipment.
- Ability to operate personal computer, plotters, and related GIS / GPS equipment; ability to design and develop relational databases; ability to instruct others in the operation and use of engineering software.
- Ability to establish and maintain effective working relationships with employees, other divisions and the public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing.
- Ability to read, interpret and produce maps, surveys, engineering drawings and graphics from engineering software; ability to use AutoCAD, Civil 3D or MicroStation, spreadsheets, Pavement Management, and ArcGIS software.

## **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing, spreadsheets, and database and AutoCAD software; surveying equipment; traffic counting equipment; motor vehicle; phone.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in office settings and outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee works in outside weather conditions. The employee occasionally works near moving mechanical parts and in excavations or traffic and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment varies from quiet to loud.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_