



JOB TITLE:	JUNIOR CIVIL ENGINEER	DIVISION:	DISTRICT – ENGINEERING
REPORTS TO:	DIRECTING CIVIL ENGINEER	EEO CATEGORY:	02-PROFESSIONAL
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	YES (Public Safety)
CLASSIFICATION:	REPRESENTED	LOCATION:	SAN FRANCISCO

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

The Junior Civil Engineer is the entry-level classification in the District’s civil engineering position series. This classification is assigned civil engineering work of light to moderate difficulty in the field and office in a learning capacity. Work is subject to close review while in process and upon completion.

Essential Responsibilities

- Prepares, reviews and checks ordinary designs, plans, specifications and estimates for a variety of construction, repair and maintenance projects
- Interprets plans and specifications
- Inspects materials and judge work quality for conformance with contract; check safety aspects of projects in order to protect the property and ensure public safety
- Maintains records of work in progress of contractors
- Collects material samples for laboratory analysis
- Prepares and assembles construction bid documents; make cost estimates for ordinary construction projects
- May represent the District’s interests at federal, state, and local meetings
- Knows and follows the safety and health rules and safe working practices applicable to his or her job
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service
- Performs additional related duties as assigned
- Regular and reliable performance and attendance is required



Required Knowledge, Skills and Abilities

Working knowledge of:

- Theories and practices of civil engineering, including construction, design and surveying
- Strength, properties and use of construction materials and methods
- Operation, care and adjustment of drafting and surveying instruments
- Occupational health and safety rules and working practices applicable to this position

Ability to:

- Prepare and check designs, details, estimates and the plans and specifications of engineering projects
- Write technical specifications
- Use survey and drawing instruments
- Apply engineering theory to practical field and office problems
- Follow the safety and health rules and safe working practices applicable to the job

Minimum Qualifications

Education and/or Experience:

- Bachelor's degree in Civil Engineering

Required Licenses and/or Certification:

- Engineer in Training (EIT) certificate desirable
- Must possess and maintain a current and satisfactory driving record. No reckless driving and DUI within the last 7 years. No more than 2 moving violations within the last 3 years. Operates District vehicles on a regular basis (Drives District vehicles on a regular basis).

Physical Requirements:

Must inspect construction work on the Golden Gate Bridge, other structures and buildings, climb scaffolds, catwalks and ladders. Work from heights. Work outside in all weather conditions. Work over water. Carry harness and test or inspection equipment. Occasionally enter into trenches and other excavations. Vision to read printed materials and a computer screen. Hearing and speech to communicate in person and over the telephone. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities.

This position may have a potential for or actual exposure to lead. Pursuant to OSHA regulations, District employees are not exposed to lead at concentrations greater than 10 micrograms per cubic meter ($\mu\text{g}/\text{m}^3$) of air averaged over an 8-hour period.