

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION		BAND	GRADE	SUBGRADE	FLSA STATUS
Technical Analyst		C	4	2	Non-Exempt
POSITION TITLE: Civil Engineer Associate			POSITION#:		
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised (Check one)		Date:	July 2025		
SERVICE TYPE:			AFSCME		
Employee Name:	Vacant	Department:	Public Works	Supervisor:	Laurel Byer
FTE:	1.00	Employment Status:	Regular Full Time		

Position Summary:

Provides engineering, program and project management services for the County's bridge, culvert, and drainage program, transportation system, land development review, capital improvement projects and environmental issues. Provides project infrastructure design, development of plans, specifications and estimates, and construction engineering. Meets with citizens, neighborhoods, developers, businesses, utilities, committees, elected officials, state, federal and other local government agencies in regard to projects or programs.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	MFA: Land Use Review Essential Duties: <ul style="list-style-type: none"> Reviews and comments on site specific development and subdivision proposals with respect to public infrastructure needs. Consults with design professional, realtors, and property owners on design standards, drainage control and erosion mitigation. Reviews engineering plans for street improvements, assigns inspection fees. Coordinates performance bonding process and inspection staff activities. Provides technical review of development proposals for Community Development Department. May provide floodplain analysis and recommendations. Confers with the public, outside agencies and County staff on issues related to the County road system. 	35%
2	MFA: Conduct Engineering Studies. Essential Duties: <ul style="list-style-type: none"> Collects and analyzes field data. Develops conclusions based on statistical and field evidence. Designs traffic intersections. Conduct a variety of engineering investigations, analysis and reports. May coordinate the traffic count and speed study programs Evaluate hydraulic analysis for culverts, bridges, storm drains, and water and sewer systems. Evaluate overweight truck configurations and load ratings for issuance of permits to cross County roads and bridges. 	30%

HR08.17.11

C:\Users\Tammyw\Downloads\TA2_PW_Civil Engineer Associate.docx

	<ul style="list-style-type: none"> Provides some structural evaluation for bridges, culverts, and buildings. 	
3	MFA: Project Engineering and Project Management Essential Duties: <ul style="list-style-type: none"> Prepares engineering and construction plans and drawings, surveys, and technical reports related to public facilities, including roads, bikeways, bridges, culverts, water, sewer and drainage projects. May establish and maintain standards for assigned projects or programs. Performs engineering analysis and calculations. Prepares, reviews, and/or administers permits/programs required to comply with State and Federal laws. Completes detailed cost estimates and special provisions for contract specifications. Writes progress reports and project close-out documentation. Coordinates payments to contractors. May serve as project leader on major and minor engineering studies. Leads the work for Engineering/Survey technicians and student interns. May serve as Project Manager, including conducting consultant selection process and coordinating project delivery with the consultant.	25%
4	MFA: Data management Essential Duties: <ul style="list-style-type: none"> Integrates survey, engineering, database, and GIS data to produce Geodatabases to store infrastructure data. Performs GIS analysis using spatial and tabular databases. 	10%
	Other Duties as Assigned	
	Percentages should total 100%	100%

Special Requirements

Possession of a valid Oregon Driver's license with a good driving record.
Must obtain an ODOT flagger card within 6 months of hire
Must obtain First Aid / CPR Certification within 6 months after hire.

This is a non-sedentary position.
Frequently reaching, standing, walking, climbing, and grasping.
Frequently lift and carry 10 – 30 lbs.
Often push and pull objects exerting up to 75 lbs.
Occasionally requires the ability of lift 40 lbs.
Occasionally working in outdoor conditions in clear or inclement weather in various traffic and field conditions.
Frequent use of computer, keyboard & mouse.
Must be able to drive a motor vehicle.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____