



CITY OF DALLAS

CLASSIFICATION SPECIFICATION

CLASSIFICATION: Civil Engineer Assistant 13
CLASS TYPE: Classified
GRADE: 43
DOCUMENT: 60P

CLASS CODE: 001 21
D.O.T. CODE: 005.061
APPLICATION: CS
F.L.S.A.: Exempt
Professional

DISTINGUISHING CHARACTERISTICS

This is intermediate level professional civil engineer responsible for performing engineering work requiring application of standard techniques, procedures, and criteria in carrying out a sequence of related engineering tasks. An employee in this classification exercises some judgment in deciding details of work and in making preliminary selections and adaptations of engineering alternatives. Supervisor screens assignments for unusual or difficult problems and selects techniques and procedures to be applied on non-routine work. Employee works under general supervision and with continued experience and proven ability assumes more responsible and difficult duties; works independently on assigned tasks. May direct work of aides, technicians, or draftsmen.

TYPICAL DUTIES

1. Using prescribed methods, performs specific and limited portions of a broader assignment of an experienced civil engineer.
2. Applies standard practices and techniques to specific situations, adjusts and correlates data, recognizes discrepancies in results, and follows operations through a series of related detailed steps or processes.
3. Performs related work as assigned.

CLASS TITLE: Civil Engineer Assistant 13

CLASS CODE: 00121

SKILLS, KNOWLEDGE & ABILITIES REQUIRED TO PERFORM WORK:

Must have some knowledge of the principles and practices of civil engineering.
Must have some knowledge of principles and practices of related specialties.

Abilities usually acquired through two years progressive civil engineering experience. A Master's degree may substitute for experience required.

WORKING CONDITIONS AND HAZARDS:

Normal office and field conditions.

SPECIAL REQUIREMENTS:

PROMOTES FROM: Civil Engineer Assistant 11

PROMOTES TO: Civil Engineer 16

APPROVED: Personnel Department - T.A. Miller (JL)

DATE: 10-20-83

CIVIL SERVICE MINIMUM EXAMINING REQUIREMENTS: