

MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION: 10/16/98	CLASS TITLE: ASSOCIATE ENGINEER	CODE: 85512
	MAJOR AGENCIES: BCC (VARIOUS)	PAGE <u>1</u> OF <u>2</u>

CLASS CONCEPT: Developmental level in the professional engineering occupation under general supervision of a professional engineer requiring working knowledge of relevant engineering and application of standard practices and techniques in order to perform varied assignments involving the application of standard engineering techniques, procedures and criteria and assist higher level engineers by performing wide range of engineering assignments as outlined in rank 1 job duties 50% of the time.

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	<p>Participates in the development of plans covering long-range engineering assignments (e.g., technical requirements for meeting environmental impact standards) by conducting research on defined areas, develops engineering designs for specific elements of new construction or modifications to existing facilities, prepares cost projections, prepares and maintains relevant project documentation, secures quotations on materials and equipment required, assists in the contractor selection process by preparing materials and equipment specifications, securing quotations on materials and equipment required and completing work assigned by higher level engineer, monitors price agreements and budgeted expenses, operates motor vehicle to conduct field visits to construction sites to inspect existing projects to observe progress and contract compliance, notifies project manager of any potential issues that impact the quality, schedule and other key aspects of the project.</p> <p>(Performs Related Duties As Required)</p>	<p><u>Knowledge of</u> (Engineer Intern certification)*, 4 (accounting), 10 (OSHA safety practices)*, 11a (public relations), 14 (government structure and process)*, 18 (engineering--civil, environmental, utility or construction management), 23 (law--regulatory requirements); <u>Skill in</u> 29 (equipment operation--computer, motor vehicle); <u>Ability to</u> 30h (apply principles to solve practical, everyday problems), 30k (understand practical field of study (e.g., civil engineering), 30l (define problems, collect data, establish facts & draw valid conclusions), 30m (interpret extensive variety of technical material in books, journals & manuals), 30o (understand somewhat abstract field of study (e.g., physics, chemistry, math), 30p (deal with non-verbal symbols in formulas, equations or graphs), 31d (calculate fractions, decimals & percentages), 31e (calculate fractions, decimals & percentages), 31g (use statistical analysis), 32i (complete routine forms), 32j (maintain accurate records), 32o (prepare meaningful, concise & accurate reports), 32t (write instructions & specifications concerning proper use of machinery), 34f (handle sensitive inquiries from & contacts with officials & general public).</p> <p>(*Developed After Employment)</p>

UNUSUAL WORKING CONDITIONS: May be exposed to variable weather conditions and construction hazards.	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) Must have current valid Ohio driver's license with acceptable driving records. Completion of undergraduate major program course work in engineering at a recognized school or college of Engineering in accordance with ORC Chapter 4733 and 3 mos. engineering experience. (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT: Must obtain certification as Engineer Intern within 18 mos. of hire date.
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