

# Civil Engineer Job Description

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## **Duties and Responsibilities:**

- Perform preparation of design specifications
- Incorporate special features which relate to the project at hand into specifications. These include order of work, physical conditions at the site, construction work schedules, method of payment and measurement, construction procedures and special methods, and coordination with contractors and other stakeholders
- Perform technical review on specifications to ensure clarity, completeness, and exactness, and to remove restrictive descriptions so as to ensure competitive bidding
- Prepare project for advertisement by compiling contract specification into Electronic Bid Set (EBS)
- Visit proposed project site to obtain necessary information for use in creating project specification. This include condition and location of project site, location of storage and staging areas, and character and scope of work
- Provide guidance and technical advice to various persons and departments, including engineering personnel, Branch Chief, Section Chief, Engineering and Construction Department, and Architect-Engineer firms where necessary to develop basic specification procedure and policies to cover new types of projects and structures, and to make clearer various phases of the construction work
- Communicate with higher authorities on issues concerning specifications, engineering interpretations and explanations, supply of items, and items of work, and offer recommendations on reviewing specifications.

## **Civil Engineer Requirements – Skills, Knowledge, and Abilities**

- Minimum 4-year Bachelor's degree in civil/construction engineering
- Strong skills in analysis and problem solving

- Solid understanding and ability to adhere to local, state, and federal guidelines and regulations
- Ability and willingness to travel frequently – for at least 40% of the time
- Strong ability to supervise tendering procedures and compile job specifications
- Ability to carry out effective technical and feasibility studies, as well as site investigations
- Ability to effectively monitor and drive project activities
- Ability to prepare safety and function analyses
- Possess strong organizational and site management skills to effectively coordinate site activities
- Ability to perform calculation, dimensioning, and control of concrete and metallic construction
- Profound ability to carry out safety analyses and stability and quality control
- Ability to effectively work with professionals from other fields, including subcontractors and architects
- Strong ability to plan and manage project resources and budgets
- Excellent in the use of relevant civil engineering software programs, including AutoCAD and Civil 3D
- Strong communication skills, including verbal and written.