

**Bell, Tammi [DOT]**

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**From:** Bell, Tammi [DOT]  
**Sent:** Tuesday, March 17, 2009 4:44 PM  
**To:** Bell, Tammi [DOT]  
**Subject:** City of Des Moines Job Opening - Civil Engineer I

**To:** County Engineers, City Representatives, and Consultants  
Tammi Bell Iowa DOT - Local Systems tammi.bell@dot.iowa.gov

**CC:** District Local Systems Engineers, Service Bureau,  
and Office of Local Systems

**From:** Office of Local Systems

**Subject:** City of Des Moines Job Opening - Civil Engineer I

**Date:** March 17, 2009

The following link is information on a job opening for Civil Engineer I with the City of Des Moines, Iowa.

[http://www.iowadot.gov/local\\_systems/mailing/2009/march/job\\_opening-dsm\\_civil\\_eng.pdf](http://www.iowadot.gov/local_systems/mailing/2009/march/job_opening-dsm_civil_eng.pdf)

**Please do not hit the reply option in your e-mail note.**

Thank you

Tammi Bell  
Office of Local Systems  
515-239-1529  
[tammi.bell@dot.iowa.gov](mailto:tammi.bell@dot.iowa.gov)

Note: Document are in Adobe Acrobat's pdf format. If you do not have the Adobe Acrobat Reader software, you can download it free of charge at <http://www.adobe.com/products/acrobat/readstep.html>.

Mailings are also available at the Local Systems Weekly Mailing web address – [http://www.iowadot.gov/local\\_systems/mailing/main\\_mailing.htm](http://www.iowadot.gov/local_systems/mailing/main_mailing.htm)



**CITY OF DES MOINES**  
 Department of Human Resources  
 400 Robert D Ray Dr. , Des Moines, 50309  
<http://www.dmgov.org> Ph. 283-4213 Fax 237-1680

*An Equal Opportunity  
 Employer, women,  
 minorities and  
 persons with  
 disabilities are  
 encouraged to apply*

## Civil Engineer I

**Closing Date:** 04/03/09

**Salary:** \$28.57 - \$36.20 Hourly

**Occupational Group:** Civil Service

**Job Type:** Regular Full-Time

**Recruitment:** Entrance

**Vacancy Location:** Des Moines, Iowa

### **THE POSITION**

The principal function of an employee in this class is to develop engineering designs, conduct engineering design review, perform project management activities and provide technical assistance to other departments. The work is performed under the direct supervision of a Civil Engineer II, Civil Engineer III or Division Administrator but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other employees in the Engineering Department, other city employees, business and community organizations and the public. The principal duties of this class are performed in a general office environment with some field trips to project sites.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering or closely related academic field. Some experience in construction contract management preferred. Employees in this classification who possess or obtain a Professional Engineering License in Iowa and exhibit exemplary service may be considered for promotion to a Civil Engineer II classification.

### **REQUIRED SPECIAL QUALIFICATIONS**

**LICENSE OR OTHER REQUIREMENTS:** Documentation verifying Certification in the State of Iowa as an Engineer Intern (in training) required prior to appointment date, with License in the State of Iowa, as a Professional Engineer preferred. Possession of a valid Iowa driver's license or evidence of equivalent mobility. **MUST SUBMIT COLLEGE TRANSCRIPTS AND APPLICABLE ENGINEERING CERTIFICATIONS WITH APPLICATION BY DEADLINE.**

### **EXAMPLES OF ESSENTIAL WORK (ILLUSTRATIVE ONLY)**

Develop concepts, designs, plans and budgets for projects undertaken by the City of Des Moines. Analyze reports, maps, drawings, blueprints, tests and related information. Calculate cost and project feasibility. Prepare plans, estimates and specifications for modifications and enhancements to existing streets and highways. Provide engineering and technical direction for the planning and design of paving and sewer projects. Maintain three-party contract files. Works with land developers and his/her engineer, contractor, and City inspectors. Provide information and direction to new employees in the same or similar class of positions. Keeps immediate supervisor and designated others informed of work progress, including present and potential work problems. Suggest new or improved ways of addressing problems. Respond to citizens' questions and comments in a courteous and timely manner. Communicate and coordinate with public/private interests and other City departments to maximize project efficiency. Perform other related duties as required.

### **SELECTION METHOD**

Application Review Process and Examination Method: Application and Supplement: All Applicants must complete an application and respond to the Supplement Questions (See Reverse Side of Announcement). Applications and Supplement Responses of those applicants meeting the minimum job requirements will be evaluated and scored. Applicants deemed best qualified based on qualifications will be invited to participate in the interview process. Qualified applicants with a disability who need a reasonable accommodation in order to apply must inform this office by the application date.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:  
<http://www.dmgov.org> OR 400 Robert D Ray Dr.,  
 Des Moines, IA 50309

EXAM #x4781-07-2007  
 CIVIL ENGINEER I  
 OPENING DATE: 02/25/09 MC

**Civil Engineer I Supplemental Questionnaire**

- \* 1. 1. Do you have project management experience? YES NO If you answered "YES", please respond to the following questions/items. a. Describe the project management duties you performed. b. Name of employer where this experience was obtained. c. Dates of Employment d. Number of years you actual performed project management duties while employed with this employer.
  
- \* 2. Do you have construction cost analysis experience? YES NO If you answered "YES", please respond to the following questions/items. a. Describe construction cost analysis duties you performed. b. Name of employer where this experience was obtained. c. Dates of Employment. d. Number of years you actual performed construction cost analysis while employed with this employer.
  
- \* 3. Do you have computer spreadsheet and/or data base experience? YES NO If you answered "YES", please respond to the following questions/items. a. What applications did you used? b. What type of data were you maintaining? c. Name of employer where this experience was obtained. d. Dates of Employment. e. Number of years you actually maintain data utilizing spreadsheets and/or databases while employed with this employer.
  
- \* 4. Do you have customer service and/or public interaction experience? YES NO If you answered "YES", please respond to the following questions/items. a. Describe the nature of your interaction with others. b. Name of employer where this experience was obtained. c. Dates of Employment. d. Number of years you actual performed customer service and/or public interaction duties while employed with this employer.

\* Required Question