

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ENGINEERING SPECIALIST III -
Architectural, Civil, and Structural

SALARY GROUP: B19

DEPARTMENT: Facilities Division

Page 2 of 3

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED.
2. Seven years full-time, wage-earning experience in project scope or in an architectural, civil, or structural field. Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for each year of experience on a year-for-year basis.
3. Computer operations experience preferred.
4. Computer-aided drafting (CAD) experience preferred.

B. Knowledge and Skills

1. Knowledge of architectural, civil, and structural engineering techniques and theories.
2. Knowledge of project scope techniques and procedures.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to read and interpret construction plans, working plans, drawings, and specifications.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organization, and the public.
7. Skill in the use of computers, computer software, and related equipment in a stand-alone or local area network environment.
8. Skill to review technical data and prepare technical reports.
9. Skill to apply engineering concepts, conduct inspections, and perform preliminary design work.
10. Skill in the use of computer-aided design (CAD) equipment and in the use and maintenance of scientific instruments preferred.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ENGINEERING SPECIALIST III -
 Architectural, Civil, and Structural

SALARY GROUP: B19

DEPARTMENT: Facilities Division

Page 3 of 3

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.

- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, working on ladders or scaffolding, and traveling by car, van, bus, and airplane.

- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, portable electrical and electronic test equipment, and automobile.