

**USF Job Class Description**

JOB CODE: 4438
JOB TITLE: Engineer In-Training
JOB FUNCTION: Campus Operations
& Services
PAY PLAN: 21
CAREER BAND: E
FLSA: Administrative
Effective Date: 4/20/2016
Union Code: 29

Job Title: Engineer In-Training

Job Summary

This position provides entry level engineering services for specific departments with the University and is responsible for participating in design review, preparing engineering plans and specifications, project management, verifying code compliance, customer coordination and monitoring project budgets. This class may include Civil, Electrical, Mechanical, HVAC or other engineering disciplines.

Nature of Work

The main purpose of the classification is to provide engineering services to the university under the guidance and supervision of a Professional Engineer or an Assistant Director. This position will receive assignments in the form of results expected, but there may be substantial discretion to determine procedures and work products. This position is required to analyze information and draw inferences in order to prepare engineer plans, specifications and recommendations. Duties may be varied in nature, requiring independent judgment involving commonly encountered problems. Work at this level meets the FLSA criteria for a professional exemption since the primary duties are work that requires advanced knowledge which is predominantly intellectual in character and requires the consistent exercise of discretion and judgment.

Examples of Duties

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Provides project planning and development, estimates costs, and develops project budgets.
- Performs engineering calculations and prepares drawings.
- Prepares project designs, plans and specifications.
- Participates in design review and clarification of conditions for major and minor projects.
- Manages projects; coordinates with vendors, service providers or contractors; verifies code compliance; and monitors project budget.

- Communicates and coordinates with university customers. Assesses needs, prepares presentations, answers questions, researches and troubleshoots issues.
- Develops and maintains University standards in area of discipline.
- Coordinates project completion and closeout. Manages final inspections, user training, warranty issues and documentation.

Minimum Qualification Requirements

This position requires a Bachelor's degree in Engineering. Must have passed the Fundamentals of Engineering exam in the appropriate area.