

**CIVIL ENGINEER III  
SUPPLEMENTAL INFORMATION SHEET**

Name \_\_\_\_\_

Instructions: This form is to be completed as part of your application. The information you will provide will be used to determine whether you meet the minimum qualification requirements, and will be used to determine your score for the training and experience evaluation. In order to ensure that you receive the maximum credit to which you are entitled, it is essential that you complete this form as accurately and completely as possible. Incomplete information on this supplement may result in the non-acceptance of your application or a lower examination score. Your score will determine your rank on the eligible list.

Describe your experience accurately and in as much detail as possible. NOTE: In your write-up, avoid using vague and ambiguous terms such as "was responsible for," "researched," "handled," "processed," etc. Instead, use specific language which shows clearly the exact nature of the tasks you performed, and the extent of your involvement.

**A RESUME IN LIEU OF THE SUPPLEMENTAL INFORMATION SHEET WILL NOT BE ACCEPTED.**

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Please circle the choice which applies to your education, license, and work experience.

1. Did you graduate from an accredited college or university with a major in civil engineering?
  - a. yes - indicate type of degree obtained \_\_\_\_\_/major \_\_\_\_\_  
(Attach a copy of your college transcript.)
  - b. no
  
2. Do you have a valid driver's license?
  - a. yes - please attach a copy of your driver's license
  - b. no

**MINIMUM QUALIFICATION REQUIREMENTS: 2 years of professional civil engineering experience** (Designs and assists in the design of reservoirs, retaining walls, bridges, culverts, tunnels, pipelines, sewers, sidewalks, highways and other concrete, steel, and timber structures; computes grades and alignments, loading, and stresses; determines the size, proportion, and dimensions of structures.)

The immediate vacancy will apply basic engineering principles and practices applicable to wastewater projects. Such wastewater projects include collection sewers, sewage pump stations, and wastewater treatment/disposal facilities. This position requires the ability to work semi-independently and/or directly assisting upper level engineers with generating or reviewing engineering reports, cost estimates and construction contracts for the design, construction, operation, maintenance and repair aspects of wastewater projects. This position also includes performing or assisting engineering staff with construction inspection and/or construction management functions on wastewater projects.

3. Do you have the minimum work experience as described above?
  - a. yes
  - b. no

If "yes," describe your work experience on the next page which allows you to meet the minimum experience requirement. Under number of hours worked per week, list only qualifying work experience.

**Civil Engineer III**  
Supplemental Information Sheet

**COMPLETE A SEPARATE FORM FOR EACH EMPLOYER WHERE YOU GAINED THE REQUIRED EXPERIENCE.** If you have been employed in more than one related position with the same employer, or if your duties changed significantly within a position, complete a separate form for each position. DUPLICATE THIS FORM OR USE ADDITIONAL SHEETS AS NECESSARY.

**A RESUME IN LIEU OF EMPLOYMENT INFORMATION AS REQUESTED BELOW WILL NOT BE ACCEPTED.**

I gained the required professional civil engineering work experience with the following employer.

**Employer** \_\_\_\_\_

Dates of employment – From \_\_\_\_\_ (mo./yr.) To \_\_\_\_\_ (mo./yr.)

Reason for leaving \_\_\_\_\_

Number of hours worked per week (use your best estimate) \_\_\_\_\_

Your job title \_\_\_\_\_

Name of licensed Civil Engineer supervisor \_\_\_\_\_

Please indicate the percentage of time you spent in each activity.

**1. Professional Civil Engineering Experience**

**% of Time**

<input type="checkbox"/>	collection sewers	_____ %
<input type="checkbox"/>	sewage pump stations	_____ %
<input type="checkbox"/>	wastewater treatment/disposal facilities	_____ %
<input type="checkbox"/>	flood plains experience	_____ %
<input type="checkbox"/>	drainage design	_____ %
<input type="checkbox"/>	FEMA experience	_____ %
<input type="checkbox"/>	process of COLMR and LOMR	_____ %
<input type="checkbox"/>	roads & highways	_____ %
<input type="checkbox"/>	structural (bridges, retaining walls, etc.)	_____ %

Describe duties: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**2. Other duties**

\_\_\_\_\_ %

Please specify: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**TOTAL**                      **100**    **%**

Note: If you are including work experience gained through temporary assignment, please attach written verification from your employer of the total number of hours performed in this task.

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I hereby certify that all statements in this form are true and correct, to the best of my knowledge, and I agree and understand that any misstatements of material facts may be cause for non-selection or disqualification, and if selected, may be cause for termination.

I further request and authorize the employer, his agent, and/or contact person named herein, to furnish verification of the statements made herein and/or employment information as may be requested by the Department of Human Resources.

Date \_\_\_\_\_

Signature \_\_\_\_\_