



WORKING TITLE: COUNTY ENGINEER	CLASSIFICATION: COUNTY ENGINEER
DEPARTMENT: PUBLIC WORKS	DIVISION: PUBLIC WORKS
PAY RANGE: DEPHD 32	FLSA CATEGORY: EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 9410
PPE: PER WORK LOCATION	REVISION DATE: JUNE 2013

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Plans and directs the Engineering Division projects; supervises the design, construction, analysis, and inspections of projects as a certified professional engineer. Will assist department head in budgetary, personnel, and fiscal management. Will draft and implement operating procedures, contract management, and support services. Serves as Deputy County Surveyor.

SUPERVISION RECEIVED:

Works under the general direction of the department head and County Administrator.

SUPERVISION EXERCISED:

Supervises staff of the Engineering Division and assigned personnel.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Organizes, plans, and directs work of the engineering division in design and preparation of preliminary specifications and estimates for road projects.
- Prepares final specifications and estimates for projects.
- Assigns, signs, and stamps project plans, specifications, and drawings as a State-certified professional engineer.
- Directly supervises Engineering Division personnel. Plans, organizes, prioritizes, assigns, and reviews the work of staff. Establishes work goals and project plans.
- Reviews subordinate work for conformance with established policies, procedures, standards, techniques, and Oregon Statute.
- Prepares performance evaluations for assigned employees. Provides guidance to subordinate employees for overall performance improvement and career development.
- Supervises inspection and contract administration of projects. Performs precise survey and design work and makes complex calculations to prepare comprehensive plan designs.
- Gathers or assembles data and information necessary for formulation of reports, policies and operating procedures.
- Conducts traffic, hydraulic, and structural engineering studies for analysis and recommendations.
- Inspects and approves permits for work in county right-of-way.

- Develops and maintains appropriate, relevant professional with co-workers and other agencies.
- Maintains liaison coordination and cooperation with relevant state and federal agencies.
- Performs all other duties as assigned.

JOB SPECIFICATION

KNOWLEDGE OF:

- Civil engineering principles and methods.
- Traffic engineering principles and methods.
- Layout, construction, and maintenance of county roads.
- Laws, codes, regulations, and ordinances applied to design and construction of county road projects.
- Material testing and analysis
- Application of computer-related programs to engineering design work.

SKILL IN:

- Surveying and drafting.
- Communicating, both orally and in writing.
- Performing accurate mathematic calculations.
- Developing and maintaining appropriate, relevant professional relationships.

ABILITY TO:

- Conduct engineering studies.
- Communicate effectively both orally and in written form.
- Develop and maintain appropriate, relevant professional relationships.
- Organize, plan, and direct work of personnel.
- Gather and assemble data for concise reports.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Bachelor's degree in civil engineering or related field AND five years of progressively responsible relevant experience in the practice of civil engineering, including 3 years of direct supervisory experience. Experience must be relevant to administration and management from concept to design to completed project. Any satisfactory equivalent combination of experience and training which ensures ability to perform the work may substitute for the above.

Current Oregon Registration as a Professional Engineer is required.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.