

COUNTY ENGINEER

DEFINITION

Under administrative direction, to assist the Public Works Director in planning, organizing, directing, and managing the County's Public Works Department; to serve as County Engineer, to oversee the planning, design, construction, and long-term maintenance of roads, public works, landfill, and transportation facilities; to develop and implement Public Works ordinances and policies; to perform special assignments as directed from the County Administrative Officer and Board of Supervisors; and to do related work as required. To oversee the full scope of professional civil engineering/land surveying work in the field and in the office; to prepare plans, designs, and specifications for projects; to review work prepared by outside consultants; to perform construction inspections; to prepare a variety of reports; and to do related work as required. Performs the responsibilities of Public Works Director in his or her absence.

DISTINGUISHING CHARACTERISTICS

This level is distinguished from Senior Engineer by the oversight of all matters pertaining to engineering and engineering judgement. Positions in this class provide lead direction to engineering staff and some work direction to other Public Works Department staff.

REPORTS TO

Public Works Director or his or her designee. The County Engineer is the highest authority for all matters pertaining to engineering and engineering judgement.

CLASSIFICATIONS DIRECTLY SUPERVISED

Provides lead training and work direction to engineering staff. Provides some training and work direction to other Public Works Department staff.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

- Plans, organizes, directs and manages the functions and activities of the County Public Works Dept.
- Develops and implements Department goals, objectives, and priorities.
- Provides administrative direction and oversight for Department staff.
- Develops and administers the Engineering Division budgets; formulates Department policies and procedures.

- Oversees the planning, design, construction, and maintenance of County roads, bridges, drainage facilities, facilities, and related public works projects.
- Performs long range strategic planning and capital improvement planning and develops a capital improvement budget.
- Approves the design of Public Works projects; provides oversight and direction for engineering and surveying functions; exercise oversight and management of County landfill and solid waste facilities.
- Oversees the development and operation of the County airports.
- Directs and coordinates the work of engineering consultants.
- Has responsibility for the development and administration of grants.
- Works with and provides expertise and coordinates the functions of a variety of boards and commissions.
- Oversees the project management of public works projects including inspection, specifications, cost control, and time requirements.
- Negotiates and approves change orders and progress payments.
- Oversees the checking of survey, parcel, and final maps for compliance with applicable laws, ordinances, and established survey practices.
- Negotiates the acquisition of right-of-way.
- Oversees the administration of land development and grading permits.
- Functions as the Floodplain Administrator for purposes of the National Flood Insurance Program (NFIP) and oversees the administration of floodplain regulations.
- Maintains confidentiality.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; ability to walk on slippery and uneven terrain; sufficient manual dexterity and eye-hand coordination to operate office and field engineering equipment; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in both office and outdoor environments; some exposure to variances in temperature and weather conditions; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, practices, and methods of Civil Engineering and Land Surveying as applied to the design, acquisition, construction, and maintenance of roads and Public Works facilities.

- Construction methods, materials, and equipment.
- Proper inspection methods and procedures.
- Research and statistical methods.
- Principles of project development and coordination.
- Use of computers and computer applications related to engineering/surveying work.
- Autocad programs and applications.
- State Subdivision Map Act, Professional Engineers Act, and Land Surveyors Act.
- ArcMap GIS program and applications.
- Floodplain Management (Certified Floodplain Manager - CFM)
- Stormwater Quality (Qualified SWPPP Developer/Practitioner – QSD/QSP)

Ability and willingness to:

- Plan, organize, manage, and coordinate the functions of the County Public Works Engineering Division through strategic planning efforts.
- Provide supervision, training, and work evaluation for assigned staff and build staff morale.
- Develop and administer Engineering Division budgets.
- Direct and oversee a wide scope of complex professional engineering and construction, surveying programs and projects, as well as manage the functions of the County Surveyor.
- Direct and manage the development and administration of grants.
- Direct the gathering and maintenance of information regarding Public Works Department, operations and functions.
- Develop, manage, and implement floodplain management and storm water quality systems.
- Perform special assignments for a variety of County Boards and Commissions.
- Direct the preparation of and prepare clear, concise reports and presentations.
- Operate a computer and use appropriate software in the performance of public works administration and engineering responsibilities.
- Effectively represent the County Public Works Department.
- Establish and maintain cooperative working relationships.
- Maintain confidentiality.

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be:

Broad and extensive engineering experience in planning, development, construction and maintenance of roads bridges, and other transportation facilities, including at least 5 years in a management or supervisory position. Advanced educational/training in civil engineering. Demonstrated examples of successful public works project planning, design, construction, and close-out.

Special Requirements:

- Incumbent must be a Registered Civil Engineer or Registered Land Surveyor.
- A bachelor's or master's degree from an accredited US college or university, in planning, engineering, public or business administration, public works management or related field is preferred and (5) years of progressively responsible experience in public works management and program and budgetary planning is required.
- Possession of a driver's license valid in California.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents will be required to follow instructions and to perform other job related duties as may be required.

Revised 6/2016

Salary Range – At-Will Salary Survey