

SKAMANIA COUNTY

JOB DESCRIPTION

TITLE: ASSISTANT COUNTY ENGINEER

FLSA STATUS: Exempt

Approved: 6/18

Revised:

Range:31

SUMMARY

This position provides professional level engineering and administrative work for the Road Division of the Skamania County Public Works Department including leadership and participation in engineering design and construction, right-of-way acquisition, and project management. Application of professional engineering principles and techniques in the interpretation and enforcement of laws, regulations and County policies regarding road design and construction, right-of-way acquisition and project management. Provides direct supervision of technical staff. Reports to Public Works Director/County Engineer

ESSENTIAL FUNCTIONS

Provides supervision of assigned staff, including scheduling performing staff evaluations, planning and initiating strategies for performance, authorizing vacation, sick leave, and overtime, signing and approving time sheets, staff training, administering disciplinary measures, and resolving complaints.

Under the supervision of a Licensed Professional Engineer, performs professional engineering tasks related to county road engineering; researches design alternatives and completes the project including engineering plans and specifications; provides professional advice and assistance to project managers on assigned projects or at the request of the Public Works Director/County Engineer.

Performs special projects as assigned by the Public Works Director/County Engineer; researches engineering publications to develop new, cost-saving programs; analyzes information and develops alternative programs for review; prepares reports with recommendations.

Acts as a technical resource in a specialized area of engineering to resolve complex design and construction problems within the public right-of-way and provides assistance in correcting related problems on private property.

Evaluates field and office functions to determine the success in obtaining departmental goals; recommends functional changes as needed.

Manages road projects as assigned by Public Works Director/County Engineer.

Attends County Commissioner meetings and public hearings as required. Makes public presentations and responds to questions and comments.

PERIPHERAL FUNCTIONS

Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of modern engineering theories, principles and practices as applied to municipal public works road design, construction, maintenance, and operations.

Thorough knowledge of engineering mathematics.

Knowledge of the current literature, trends, and developments as related to the design and construction of roads and other public works facilities.

Knowledge of county ordinances, policies and other applicable regulations as they apply to public works projects.

Knowledge of the principles and practices of staff supervision, organization and administration.

Knowledge of current literature, trends and developments in public works.

Thorough knowledge of current Washington State Department of Transportation (WSDOT) standards and practices as they relate to a contracting agency preferred.

Skill in the use of related office/field equipment including calculators, survey equipment, drafting equipment and computer software.

Skill in staff supervision, organization and administration techniques.

Skill in the application of modern engineering theories, principles and practices as applied to municipal public works road design, construction, maintenance and operations.

Skill in the practice of engineering mathematics.

Ability to direct and inspect the work of consultants and contractors.

Ability to prepare and manage project activities, including monitoring budgets, work schedules, grant requirements and the progress of such.

Ability to plan, direct and coordinate the work of subordinate technical staff.

Ability to counsel, coach and motivate subordinates to perform their job functions in an efficient manner.

Ability to use sound judgment and discretion with regard to the interpretation of related statutes, regulations, and county policies.

Ability to express ideas in verbal and written form.

Ability to work effectively as a team member.

Ability to maintain accurate records.

Ability to establish and maintain effective working relationships with co-workers, supervisors, federal, state and local government agencies, private contractors, consulting engineers, and the general public.

EDUCATION AND EXPERIENCE

High School diploma or G.E.D. Bachelor of Science degree in Civil Engineering from an ABET accredited Engineering Program, pass the Fundamentals of Engineering (FE) Exam and a minimum of two (2) years engineering experience, including supervisory experience.

LICENSES/CERTIFICATES

Washington Professional Civil Engineer License preferred or the ability to obtain within two (2) years.

Possession of or the ability to obtain a valid driver's license.

The ability to attain additional licenses and/or certifications as required by designated positions.

WORKING CONDITIONS

Work is generally performed in an office environment with frequent field trips to locations throughout the county to make site visits, attend meetings, or coordinate work activities. Meetings or project requirements may involve working evenings, weekends, or holidays as necessary.

PHYSICAL REQUIREMENTS

The duties of the above position require walking, climbing, stooping, bending, reaching, kneeling, twisting, traversing uneven terrain, working in adverse weather conditions, and the ability to lift up to 40 pounds. Requires finger dexterity, sense of touch, gripping with fingers and hands; ability to see, hear voice conversation, and to speak.

The statements contained herein reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

It is the policy of Skamania County to not discriminate against any person with regard to race, color, national origin, sex, age, religion, physical/mental disability, creed, marital status, pregnancy and maternity, sexual orientation, gender identity, veteran status, guide dog or service animal, and genetic information or any other protected status under federal or state statute.