

COUNTY ENGINEER

The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

DEPARTMENT: Engineering

REPORTS TO: Assistant County Manager

CLASS SUMMARY

Directs projects and activities of the County Engineering Department to include overseeing the planning of the water and sewer expansion.

DISTINGUISHING CHARACTERISTICS

The County Engineer is a stand-alone classification that is distinguished from other department directors in that it is fully responsible and held accountable for the management of the Engineering Department within the County.

TYPICAL CLASS ESSENTIAL DUTIES

- Supervises two or more full-time staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; and making hiring, termination, and disciplinary recommendations.
- Directs department activities to include developing and coordinating projects as mandated by County Commissioners.
- Address concerns and inquiries of the public regarding County activities.
- Works with developers to ensure water and sewer availability and capacity levels, which includes ensuring that projects meet County needs and specifications.
- Develops and manages department and project budgets to include monitoring and ensuring the availability of funds.
- Oversees the planning of County sewer and water system expansion plans, including project design and construction.
- Presents project proposals to County Commissioners for review.
- Administers the County's Storm Water Ordinance and overseeing limited drainage related activities.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

Does not apply.

KNOWLEDGE AND SKILLS

Knowledge of:

- Applicable laws and regulations;
- Groundwater well operation;
- Water and sewer systems design, installation, maintenance and operation;
- Customer service principles;
- Budget preparation principles;
- Engineering principles;
- Construction processes;
- Public relations principles;
- Capital project design requirements;
- Managerial principles.

COUNTY ENGINEER

Skill in:

- Using computers and software applications;
- Keeping records;
- Analyzing costs;
- Managing conflict;
- Scheduling work;
- Managing time;
- Coordinating projects;
- Preparing and giving presentations;
- Negotiating contracts;
- Solving problems;
- Supervising and evaluating staff;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

TRAINING AND EXPERIENCE

Bachelor' Degree in a related Engineering field and eight years of progressively responsible engineering experience, including three years of management level experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATION

- NC Driver's License;
- P.E. License.

- North Carolina Professional Surveyor's License preferred.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires talking, hearing, fingering, and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

GENERAL INFORMATION

FLSA Status: Exempt

Class Spec Established/Revised: E11/99; R11/03