



## ASSISTANT COUNTY ENGINEER JOB DESCRIPTION

Job Title: Assistant County Engineer

Job Code: PW200

Pay Grade: 32

Effective Date: October 2007

FLSA: Exempt

Revision Date: September 2017

### NATURE OF WORK

Under limited supervision, directs the Engineering Design and Permitting, Construction Engineering, and Survey Divisions of the Public Works Department (PWD); assures compliance of program activities with state and Federal regulations, and County policies and procedures; may act in the place of the County Engineer during his or her absence or as assigned.

### ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages and directs the daily activities of the Engineering Design and Permitting, Construction Engineering, and Survey Divisions of Public Works Department (PWD) through appropriate delegation, managerial support, and work supervision.
- Manages the County Annual Construction Program according to County Road Administration Board standards and requirements and the County Engineer's priorities.
- Acts in the place of the County Engineer during his or her absence or as assigned; reviews and approves plans, technical documents, permits, and procedures within scope of authority.
- Coordinates integration of PWD Engineering services with other programs, departments and agencies; analyzes trends, and evaluates program requirements and resource utilization.
- Plans, prioritizes and assigns tasks and projects; directs the development of performance standards; counsels, trains and coaches staff; monitors work, develops staff skills, and evaluates performance.
- Meets regularly with staff to offer technical advice and guidance; analyzes and evaluates issues and proposals, develops recommendations, and directs the implementation of solutions.
- Monitors operations and procedures; develops and approves recommendations for improving the Division's operations and processes; assures that project deadlines and performance standards are met.
- Conducts research and planning functions; analyzes workload trends and makes recommendations for staffing adjustments and personnel assignments.
- Manages, allocates, and coordinates numerous internal and external resources;
- Provides leadership, direction and guidance in technical strategies and compliance issues; analyzes issues, develops recommendations, and recommends solutions.

- Assures Department's activities are in compliance with all laws, policies, project permits, regulations and standards.
- Develops and monitors budgets; assures that appropriate services are provided; coordinates information and assures effective communications between programs and other agencies.
- Manages contractor claims, additional work and contractor disputes during project construction.
- Coordinate and direct county and contractor forces during emergency/natural disaster response.

**WORKING ENVIRONMENT / PHYSICAL DEMANDS:**

Work is performed in an office environment; light physical demands; frequent use of a personal computer.

**DISTINGUISHING CHARACTERISTICS:**

This position directs three critical PWD technical and engineering Divisions; incumbent also serves as Engineering Manager and as a multidisciplinary technical expert.

**EMPLOYMENT STANDARDS:**

Bachelor's Degree in Civil Engineering, or related field; AND five (5) year's professional civil engineering experience.

Must be registered as a Professional Engineer with Washington State Board of Registration; OR by the technical board of another state, with the ability to obtain Washington Registration within one year of employment.

Must possess a valid Driver's License.

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- County policies and procedures.
- Fundamentals of civil engineering, mathematics and physics.
- Principles of design, construction and maintenance of public works projects.
- Methods, materials and equipment used in public works construction, maintenance and repair.
- Principles and practices of government project management and methods of evaluating construction contract compliance.
- Federal and state codes and regulations related to civil engineering and public works projects, including County Road Administration Board, and Department of Transportation standards.
- Facility and equipment maintenance procedures and practices.
- Contract development and management principles.
- Principles of record keeping and records management.

**Skills in:**

- Analyzing technical issues, evaluating alternatives, and developing solutions based on findings.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance
- Interpreting and applying engineering standards and procedures, Federal and state rules and regulations, and County policies and procedures.
- Analyzing and evaluating technical engineering data and construction documentation.

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- Reviewing and approving designs, details, estimates, plans, and specifications of engineering projects.
- Interpreting technical instructions and analyzing complex variables.
- Reviewing and verifying mathematical calculations.
- Working effectively with others to develop solutions for public works issues.
- Effectively presenting technical information to public and professional audiences.
- Analyzing, evaluating, and interpreting technical data.
- Assessing and prioritizing multiple tasks, projects and demands.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with other County employees, public officials, and representatives from other local, state and Federal agencies.
- Effective verbal and written communication.