



ASSISTANT COUNTY ENGINEER JOB DESCRIPTION

Job Title: Assistant County Engineer	
Dept./Division: PW/Engineering	Job Class Code: 1368
Pay Grade: 133	PCN: 1368001
FLSA: Exempt	Effective Date: October 2007
Representation Status: Non-Represented	Revision Date: June 2025
Reports To: County Engineer	

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 the fundamental, crucial job duties performed by this position. This is not a comprehensive list of all tasks that may be assigned. Incumbent may be required to perform other duties as assigned and appropriate for the position.

- 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 communication 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; the incumbent also serves as Engineering Manager and as a multidisciplinary technical expert.

QUALIFICATIONS:

REQUIRED:

- 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.

COMPETENCIES (Knowledge, Skills, Abilities, and Behaviors):

Knowledge of:

- 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.
- 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.

Ability to:

- Learn and follow County policies and procedures.

Behaviors:

- Regular, reliable attendance.

As the incumbent in this position, I have received a copy of this position description.

Employee's Name

Employee's Signature

Date