

COUNTY ENGINEER

DEFINITION

Under administrative direction, to lead and direct the Engineering Division of the Department of Public Works; to serve as County Engineer, to oversee the design, construction, and long-term maintenance of roads, public works, solid waste, and transportation facilities; to develop and implement Public Works ordinances and policies; 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 and internal staff; to perform construction inspections; to prepare a variety of reports; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This level is distinguished by the oversight of all matters pertaining to the engineering and engineering judgment applied to County infrastructure. Incumbents provide lead direction to engineering staff, coordinate engineering efforts with maintenance activities throughout the Department, and provide input to the direction of Public Works maintenance efforts.

REPORTS TO

Public Works Director or his or her designee.

CLASSIFICATIONS DIRECTLY SUPERVISED

Associate Engineers, Senior Engineer, and Engineering Technicians.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

- Plan, organize, direct, and manage the functions and activities of the County Engineering Division.
- Develop and implement Department goals, objectives, and priorities.
- Provide administrative direction and oversight for Division staff.
- Develop and administers the Engineering Division budgets.
- Develop and implement Department policies and procedures.
- Oversee the planning, design, construction of County roads, bridges, drainage facilities, solid waste facilities, airports, and other public works infrastructure.

- Coordinate engineering efforts with the maintenance activities of County facilities and infrastructure
- Perform long range strategic planning, capital improvement planning, and contribute to the creation of the capital improvement plan and budget.
- Approve the design of Public Works projects; provide oversight and direction for engineering and surveying functions; exercise oversight and management of County landfill and solid waste facilities.
- Oversee the development and operation of the County airports.
- Direct and coordinate the work of engineering consultants.
- Develop and administer grants.
- Work with and provides expertise on a variety of boards and commissions.
- Oversee the project management of public works projects including inspection, specifications, cost control, and time requirements.
- Negotiate and approves change orders and progress payments.
- Oversee the checking of survey, parcel, and final maps for compliance with applicable laws, ordinances, and established survey practices.
- Negotiate the acquisition of right-of-way.
- Oversee the administration of land development and grading permits.
- Function 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.
- 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.
- 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.

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Salary Range – At-Will Salary Survey