

## **POSITION DESCRIPTION**

Title: County Engineer

Department: Highway Department

Job Analysis: March 1987, Revised 5/93, 5/01, 05/06, 11/10/2010, 08/16, 1/15/2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports To: County Commissioners

Subordinate Staff: Assistant County Engineer, Administrative Services, Engineering Personnel, Construction Manager, Geospatial Operations Manager, Operations Manager, Metropolitan Planning Organization Coordinator, Pre-Construction Manager, Chief Highway Accountant, Horticulturist, Director of Transportation

Internal Contacts: County Employees, County Administrator, County Commission, Appointed Department Heads, and other Elected Officials

External Contacts: General Public, State Highway Department and State Officials, Attorneys, Vendors

Status: Appointed Contract/Exempt (AE)

### **Job Summary**

Performs highly responsible and diversified professional engineering work in directing a major department of County government. The employee is responsible for planning and directing the activities of bridge construction and maintenance and technical engineering aspects of the County highway activities. The employee determines and recommends major departmental policies, plans long-term programs and makes administrative decisions relative to construction, maintenance and engineering activities. Responsible to carry out directions and objectives of the Baldwin County Commission. The County Engineer coordinates with the County Commission, the County Administrator and the Department Heads.

## **Job Domains**

### **A. Consulting**

1. Hears group grievances and serious public complaints not resolved at lower levels.
2. Advises County Commission and other local officials from engineering viewpoint.
3. Represents the County Commission at local and state meetings and conferences.
4. Serves as County representative in meetings with various other departments and boards.
5. Serves as an advisor to the County Planning Commission when requested.
6. Provides long range plans as related to the areas of responsibility of the overall Highway Department.

### **B. Planning**

1. Assigns, coordinates and reviews work accomplished by subordinates.
2. Develops definitive plans and priorities for annual work program.
3. Serves as County representative regarding future construction to other governmental agencies.
4. Acts as liaison with local, state and federal officials throughout development and construction of projects.

### **C. Administration**

1. Organizes work to conform to needs and priorities.
2. Reviews work of County maintenance crews as required as well as work performed.
3. Administers annual budget funding programs.
4. Provides County Commission policy and program guidance.
5. Prepares contract bid documents and cost estimates for bidding to contractors.
6. Administers contracts with construction firms and ensures satisfactory completion of work and approves final quantities and costs.

### **D. Engineering**

1. Renders independent professional engineering advice/assistance to professional and supervisory staff in implementation/execution of highway improvement projects and activities.
2. Directs professional, sub-professional and other employees engaged in design, construction and maintenance of county maintained public roads, highways, bridges and related drainage structures and other governmental activities.
3. Establishes project design/construction standards necessary to conform to good engineering practice as related to local, state and federal specifications and requirements.
4. Oversees maintenance, rehabilitation, alteration and new construction accomplished by Baldwin County as necessary.
5. Directs subordinates in conducting a variety of engineering and land surveys, including horizontal, vertical, topographical, construction and property boundary surveys and plats.
6. Recommends new construction projects to the County Commission.

7. Directs preparation of budget and project review documents.
8. Coordinates procurement of equipment for County.
9. Coordinates payment to contractors for work completed and approved for payment.

### **Knowledge, Skills and Abilities**

1. Communication skills to meet and explain County activities to the public and varied civic groups, and explain in detail technical ingredients to subordinates.
2. Skills to interpret and solve complex engineering formulas.
3. Skills to compile comprehensive reports and present, in a clear and concise manner, information required in technical and general correspondence to others.
4. Skills to interpret letters, memos, plans, specifications and other contract and legal documents encountered on the job.
5. Substantial knowledge of the modern principles and practices of administration as applied to the design, construction, operation and maintenance of road and bridge systems, traffic control systems and other functions within the realm of civil engineering.
6. Substantial knowledge of the principles and practices of civil engineering as applied to the design, construction, and maintenance of roads and drainage, and of the materials, methods and techniques of traffic control.
7. Ability to organize, direct and coordinate the activities of units of a major department.
8. Ability to develop long-term plans and solve complex administrative problems.

### **Other Characteristics**

1. Registration of professional engineer by the state board of examiners.
2. Minimum of a B.S. in Civil Engineering.
3. Minimum of three (3) years' experience in highway design and construction.
4. Willing to travel to attend state, regional and national meetings, conferences and seminars as required.
5. Willing to work non-standard hours, or weekends, to clear and repair damages to facilities in inclement weather or complete other complex work in a timely manner.
6. Valid driver's license.