



# JOB DESCRIPTION

<b><i>Title</i></b>	<b>County Engineer</b>	<b><i>Created</i></b>	March 2013
<b><i>Department</i></b>	Public Works	<b><i>Revised</i></b>	Feb. 2019
<b><i>Job Class</i></b>	M 6	<b><i>Safety Sensitive</i></b>	Yes
<b><i>Labor Union</i></b>	Unrepresented	<b><i>FLSA</i></b>	Exempt

## ***Purpose***

Plan, organize, and supervise the provision of engineering services within the Public Works Department. Provide professional engineering assistance to department personnel. Develop and administer engineering programs, policies, budget and personnel activities and direct the preparation of plans, specifications and cost estimates for Public Works construction programs and projects.

## ***Essential Functions***

- Develop, administer and evaluate engineering programs and personnel activities including land and construction surveying, all types of public works project design and construction, wastewater facility operations, solid waste facility operations and requirements for land development applications.
- Design, direct, review and approve the preparation of plans, standard specifications, cost estimates and bidding procedures for a variety of public works construction facility master plan and maintenance projects.
- Provide construction engineering, management and inspection.
- Prepare reports, operational plans, ordinances, resolutions and other technical papers as required for public works projects and programs.
- Provide supervision to employees including assigning and reviewing work; evaluating performance; effectively recommending or initiating promotions, transfers, new hires and terminations; and resolving employee grievances.
- Prepare engineering budgets; monitor fiscal operations and assist with development of Public Works operating budget.
- Confer with the public regarding complaints and inquiries regarding departmental activity, policies, standards and procedures.
- Develop and interpret policies and procedures; monitor and assure timely completion of assignments; take appropriate action to resolve operational and administrative conflicts and problems.
- Act as department/county representative with federal, state and local agencies; community and professional groups; Planning Commission and Board of County Commissioners, etc., to advise, present, and justify departmental/ county issues, policies and requirements.



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- Follow all safety rules and procedures established for work areas.

## Auxiliary Functions:

In the event of a declared emergency by the Board of County Commissioners, the employee is subject to a temporary emergency assignment according to the Emergency Management Plan, for which prior preparation or cross-training may occur in an occasional "table-top" test exercise. The employee will return to their regular assignment upon the vacation of the declaration of emergency.

May fill in for Road Foreman as necessary to provide supervision to road crews. May fill in for Public Works Director. Maintain road and bridge records and plans. Maintain work areas in a clean and orderly manner.

## ***Mandatory Qualifications***

Broad knowledge of systems, facilities, equipment, operation, testing, materials, methods and techniques involved in the various construction and maintenance activities of the department. Equivalent to a four-year college education in civil, mechanical or related engineering field, and five to seven years' experience in a related engineering position. Registration as a Professional Engineer in the State of Oregon within two months of employment. Possession of or ability to obtain an Oregon Driver's license upon hire.

## ***Desired Qualifications***

Previous supervisory experience. College-level coursework in business management/administration topics, e.g. accounting, personnel management, etc. Registration as Professional Land Surveyor in State of Oregon.

## ***Physical Demands***

Physical demands of the position are typically related to the movement of books, files, maps, related equipment, etc. Infrequent work assignments acting as Road Foreman may require moving materials weighing up to 20 pounds.

## ***Working Conditions***

Majority of work assignments are conducted in an office environment. Occasional work assignment outside in all weather conditions in a wide variety of terrains.

## ***Supervisory Responsibility***

Provide supervision to over 3 and seldom over 10 persons.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

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