



County Engineer / Director – Public Works and Community Development

Job Description

Department: Public Works
Position: Appointed
Starting Step: 72, Table 14
Supervisory: Yes
Reports to: County Commission

Summary

Under broad policy guidance and direction of the County Commission, supervises, plans, coordinates, and directs the activities of Public Works and Community Development. Reviews designs and maps, and signs documents as a licensed engineer.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, and direct the work of the Public Works and Community Development Department. Make staffing decisions within the department including hiring, training, performance evaluation, scheduling of work load, and retention of division heads and other personnel. Compile, maintain, and review reports, daily work records, time cards, payroll information, work specifications, and appropriate personnel documentation within the department.
2. Supervise and correlate departmental activities within the department, and with other County departments, volunteer groups, the public, and outside agencies including serving on committees and establishing departmental and County-wide policies and procedures.
3. Oversee and is responsible for the preparation of the departmental budget, establish departmental policies and procedures, and monitor and approve departmental purchase orders and expenditures. Make maintenance and purchasing decisions for equipment, tools, and supplies within the department.
4. Oversee the maintenance of all County facilities and equipment and Public Works vehicles and equipment.
5. Oversee all County engineering projects including developing short and long range plans for construction and maintenance of buildings, roads, parks, flood control facilities, and related programs. Respond to questions and complaints from the public and other sources concerning Public Works activities.

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Class Code: 1004

Class Title: County Engineer/Director – Public
Works and Community Development

FLSA: Exempt

Effective Date: 7/4/2017

Public Safety: No

Worker's Compensation: Clerical

Background Level: III

Safety Sensitive: No

DOT: No

6. Administer the County Master Plan and advise the County Commission on all engineering matters.
7. Monitor construction and maintenance activities and provide engineering guidance for design, construction activities, testing, and inspection of large and complex projects.
8. Approve engineering plans and specifications and determine County engineering standards. Stamp engineering plans and prepared maps with professional engineer seal.
9. Oversee and participate in special studies and recommendations. Write professional, technical, and administrative reports and papers.
10. Administer bonds for development of private subdivisions and oversee the issuance of excavation, access, and special permits.
11. Act as Property Manager for the County.
12. Maintain contact with professional organizations, the American Public Works Association, and highway organizations at the local, State, and national levels.
13. Remain current on management techniques, information systems, and modern engineering methods.
14. Establish Emergency Operations Plans and Procedures and provide training as needed.

Knowledge, Skills, and Abilities

Knowledge of principles, practices, and applications of engineering and cost control

Knowledge of modern office practices and procedures

Knowledge of contracting procedures and control; Knowledge of pertinent local and State codes, standards, laws, and ordinances

Skilled in word processing and basic computer programs

Skilled in document composition

Skilled in reading, writing, and advanced math

Skilled in analytical problem solving

Ability to maintain cooperative working relationships with those contacted in the course of work activities

Ability to perform basic bookkeeping

Ability to maintain files, records, and reports

Ability to coordinate multiple tasks efficiently

Ability to communicate technical language effectively verbally and in writing

Supervisory Responsibility

This position has direct supervisory responsibility, and does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment, but is occasionally performed outdoors including in hot, cold, or inclement weather. This job occasionally exposes incumbent to hazardous chemicals,

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fumes, noxious odors, dusts, mists, gases, poor ventilation. Incumbent may be exposed to possible bodily injury from working in the roadway and/or from moving mechanical parts of equipment, tools, or machinery. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate to loud.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies, or other items up to 50 pounds.

Position Type/ Expected Hours of Work.

Incumbent must work 80 hours each pay period to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

This position requires up to 5 percent travel

Required Education and Experience

1. Bachelor’s degree in civil engineering
2. And five (5) years of work experience performing engineering activities in the public sector
3. And five (5) years of work experience performing engineering activities as a division supervisor or equivalent
4. Equivalent combinations of education and experience may also be considered

Additional Eligibility Qualifications

1. Incumbent must possess a valid State of Utah Professional Engineer’s License
2. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within 60 days of employment
3. Selected applicants may be subject to, and must pass, a background check

AAP/EEO Statement

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Class Code: 1004	Worker’s Compensation: Clerical
Class Title: County Engineer/Director – Public Works and Community Development	Background Level: III
FLSA: Exempt	Safety Sensitive: No
Effective Date: 7/4/2017	DOT: No
Public Safety: No	

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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