



COUNTY ENGINEER

Department: Planning and Public Works

Job Class #: 025200

Pay Range: Executive 12

FLSA: Exempt

Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is a highly responsible, senior division management position. The County Engineer is responsible for planning, organizing, directing, and controlling the activities of the Transportation Services Division of the Department of Planning and Public Works, which includes construction, maintenance, and repair of County roads and bridges; ferry and airport operations; contract compliance; general services and administration; fiscal overview; operations; engineering; programming; and equipment services. The position requires considerable exercise of independent judgment, discretion and initiative and a high degree of contact with County, state and federal agencies; engineering and construction firms; private individuals; developers; and elected officials.

ESSENTIAL FUNCTIONS:

- Participate in and support development, measurement and execution of the mission, goals, and objectives of the County, department, division and individual work groups.
- Conceptualize and develop short and long-range strategic plans for infrastructure development; develop concepts and studies supporting the long-range planning of public facilities expansion and improvement of service to the County.
- Develop organizational structure for division and assure that responsibility, authority and accountability of each work section are clearly defined.
- Monitor hiring, training, scheduling and assignment of employees; evaluate job performance and counsel employees on performance goals; provide interpretation of personnel policies; approve or deny use of sick leave, vacation leave, overtime and compensatory time.
- Initiate disciplinary action and respond to grievances at the first level; assist with the resolution of sensitive labor relations issues; support County negotiations with bargaining units.
- Control budgets through frequent review and analysis of invoices, payroll, accounting reports and other data; prepare and/or review projections for cash flow needs and investment decisions; monitor programs to ensure that budgets and schedules are met.
- Coordinate development, application and implementation of grants; oversee development of complex rate and cost-of-service analysis.
- Identify need for consultant or outside services, approve selection, and negotiate contracts with engineering consultants for studies, facility design and inspection; prepare, negotiate, recommend and administer contracts and inter-local agreements with other municipalities and private companies.
- Provide support and coordination of legal resources and may evaluate and recommend appropriate course of action on litigation.
- Conduct reviews of the physical condition of County facilities to ensure needed improvements are included in the department's operating and capital budgets; develop concepts for long-range planning and programming of County facilities; perform capital construction programming, project development and construction of County transportation facilities.
- Meet with the public or other interest groups to discuss operation and maintenance of infrastructure facilities.

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ESSENTIAL FUNCTIONS: (continued)

- Perform operational review and analyze and solve problems within area of responsibility.
- Review the operation of facilities, including preparation of reports outlining the status and issues involved.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends and holidays.

OTHER JOB FUNCTIONS

- Perform other job functions as assigned.

SUPERVISION EXERCISED AND RECEIVED: This is a senior division management position responsible for the Transportation Services Division. Work is performed under the guidance and supervision of the Director of Planning and Public Works who reviews the work through regular contact, conferences, reports and evaluation of overall results achieved. This position has supervisory responsibilities for other employees, including subordinate supervisors.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential job functions. Work is performed in an office environment requiring sitting for prolonged periods, with exposure to typical office noise and frequent interruptions.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and unassisted lifting associated with the job duties is required. This position requires the ability to sit for prolonged periods of time. The lifting requirement for this job class is 20 lbs. or less. Ability to travel to attend meetings away from regular work site may be required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Governmental organization, rules, regulations and process.
- Transportation services activities and knowledge of relevant laws and regulatory agency requirements including federal, state and local laws, rules and regulations.
- Sound and accepted engineering principles necessary to plan, develop, finance, operate and maintain major County infrastructure facilities and capital projects.
- Management principles, practices and effective supervisory, personnel management, and office practices.
- Methods and procedures used in project management and control.
- Sound fiscal programs and budgeting processes necessary to manage assets to ensure that budget constraints and timelines are met.

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KNOWLEDGE, SKILLS AND ABILITIES (continued)

Skill in:

- Public relations activities to include speaking before large groups, drafting news releases and stories, articulating division goals and projects to the media, the County Council or other government officials.
- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.

Ability to:

- Stay abreast of current literature, trends and developments in the public works and public utility fields.
- Make critical decisions involving large, complex technical or financial transactions; make decisions and exercise judgment in developing, applying and interpreting departmental policies and procedures.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department/County goals and objectives.
- Provide testimony at public hearings and trials.
- Effectively assign, evaluate, and supervise professional, technical and administrative staff.
- Work under stress and pressure and respond to crisis or emergency situations;
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM RECRUITING REQUIREMENTS TO APPLY: Graduation from a four-year college or university with a Bachelor's degree in civil engineering or related field, plus six (6) or more years of high-level management experience in transportation engineering is required. Additional education at the graduate level or a Master's in civil engineering is desirable.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Requires registration as a Professional Engineer in the State of Washington or the ability to obtain such registration within six months of employment. A valid Washington State driver's license may be required when travel is required of the position.