



## **Assistant County Engineer (1027)**

**FLSA Status:** Non-Exempt

**Pay Grade:** 24

**Safety-Sensitive:** No

### **Purpose**

The purpose of this position is to assist the County Engineer in directing and administering the County's engineering operations and staff, to assist with management of capital improvement projects, to assist with review of development plans and inspections, and to perform special projects as needed.

### **Primary Responsibility**

Provides excellent service, pursues continuous improvement and exceeds expectations.

### **Typical Duties**

Manages capital improvement projects as assigned; answers inquiries; coordinates with consultants, contractors, utility companies, County departments, and citizens; contacts property owners to facilitate right-of-way acquisition; evaluates pay requests; oversees and coordinates work of Civil Engineering Technician with respect to assigned projects; ensures satisfactory project completion.

Reviews private development plans for conformance with county ordinances and policies; compares plans and activities to established guidelines; visits sites to inspect construction and confirm compliance; oversees and coordinates work of Civil Engineering Technician.

Evaluates county roads, bridges, signs, pavement markings, and drainage; responds to inquiries from County Engineer, citizens, and other departments to investigate condition of infrastructure; visits sites for evaluation; recommends improvements; coordinates with County Engineer and Public Works Department.

Communicates with County officials and appointed bodies, engineers, surveyors, developers, state, federal and other governmental agencies, utility companies, contractors, supervisors, and others needed to coordinate work activities; make recommendations, review status of work, exchange information, or resolve problems.

Assists the County Engineer with administration of federal, state, and local grants and projects, including but not limited to the Georgia Department of Transportation's Local Administered Projects program and Local Maintenance and Improvement Grant; attends required training; maintains records; meets with consultants, contractors, and GDOT officials as needed.

Assists the County Engineer in planning for future capital improvement projects; develops cost estimates; gathers data; and assists in prioritization of projects.

Attends and participates in professional group meetings and stays abreast of new trends and innovations in the field of civil engineering.

Serves in disaster relief efforts, as needed.

Performs other related duties as required.

### **Minimum Qualifications**

Bachelor's Degree in Civil Engineering or related discipline; supplemented by of five (5) years previous civil engineering experience, specifically transportation or drainage design and/or construction management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid Georgia driver's license. Engineer-in-Training or Professional Engineer (PE) Certification desirable. Possession or ability to obtain Erosion Control Plan Review and Inspection Certification and NPDES Level II is desirable.

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

**Human Interaction:** Requires the ability to work with others to coordinate the more complex programs and more complex problems associated with the responsibilities of the job. Often represents the department and/or organization when dealing with others.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

### **ADA Compliance**

*In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.*

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