
COUNTY ENGINEER

2-2019

Department: Road & Bridge
Reports To: County Commission

Position Summary

Under the administrative supervision of the County Commission, the County Engineer is an exempt position under the FLSA. The County Engineer performs administrative and supervisory duties for the Road & Bridge Department and designs and oversees County projects. Responsibilities include the development of specifications and cost estimates for all road, bridge and culvert repair and replacement, and supervision of outside contractors when work is performed for the County. The County Engineer exercises considerable independent judgment in decisions, assigns work details, and supervises activities of subordinate personnel. Work and actions are subject to review and final authority of the Board of County Commissioners.

Essential Functions

- * Serves as County Engineer and fulfills the statutory requirements of said position.
- * Maintains compliance with federal, state and local regulations, laws and ordinances pertaining to roads and bridges.
- * Attends all County Commission meetings, public hearings, pre-construction meetings and other meetings related to requirements of the position.
- * Attends statewide meetings and maintains a high level of awareness of operations and projects that may impact Marion County relating to grant funding and programs for funding assistance from the state and federal governments.
- * Makes recommendations to and carries out directives of the County Commission.
- * Develops quality control standards for materials and workmanship, and facilitates testing to insure compliance.
- * Evaluates the condition of county roads, bridges, culverts, and appurtenances and prioritizes the repair, maintenance, and replacement needs.
- * Develops projects to ensure proper drainage.
- * Performs or facilitates engineering/surveying tasks and calculations in the office and in the field utilizing appropriate tools and technology.
- * Develops projects from the field survey stage through construction, including the design of bridges, box culverts, roadways and appurtenances and prepares quantity and cost estimates, specifications, and contract documents.
- * Prepares bid specs and oversees the acquisition of materials, supplies, and equipment.
- * Works with the County Commission to facilitate acquisition of real estate for required easements.
- * Inspects work in progress, equipment and construction sites to verify safety and ensure that specifications are met, and makes changes as needed.
- * Coordinates with utilities, KDOT, and other companies/agencies as required for work/projects and insures all required permits are obtained.
- * Inspects completed projects and issues final approval.
- * Works to develop a high level of teamwork and cohesiveness within the department.
- * Develops departmental goals and objectives.
- * Develops long-range projections of budget requirements and works with the County Commission to develop an ongoing five-year road and bridge maintenance and repair plan.
- * Prepares annual budget for approval of Commission and operates the department within the parameters of the approved budget.
- * Prepares paperwork for federal and state funding of road projects, and insures that proper records and documents relating to County engineering and Road & Bridge projects are maintained.
- * Insures training of employees in proper operation of equipment, road maintenance, and road construction.
- * Supervises and evaluates subordinate personnel.
- * Enforces County and Departmental policies and procedures, including safety practices.
- * Oversees all department equipment and resources.

Marginal Functions

- * Reviews subdivision plats and assists with the development of legal descriptions for road closures.
- * Performs other related duties including advisory or assistance to other County departments as appropriate.
- * Other related duties as deemed necessary or as required by the Board of County Commissioners.

County Engineer Minimum Position Requirements

Education and Experience: Degree in Civil Engineering or a related field required. Must be a Professional Engineer licensed in the State of Kansas, or obtain Kansas certification within the first six months of employment. At least five years' experience as a Civil Engineer with experience in the design and construction of roads, bridges, culverts, and appurtenances preferred. Must have Local Public Authority Certification or obtain such certification within the first year of employment. Supervisory experience is required, preferably at least three years in a related position. Licensed surveyor preferred. This position requires a valid Kansas driver's license.

Skills: Must have extensive knowledge of road construction, maintenance methods, materials, codes, laws, rules and regulations relative to County engineering functions. Must be proficient in engineering calculations, standards and methods, surveying and engineering related technology and programs. Must possess the ability to interpret technical data, maps, construction plans, charts and diagrams. Management skills, such as the ability to prepare and manage a budget, gather and analyze information, prepare reports in a concise and comprehensive manner, and effectively manage a team of subordinate personnel are necessary. Excellent interpersonal, team-building, and communication skills are needed in this position.

Problem Solving and Decision Making: Extensive problem solving and decision making are required in this position. Examples include day-to-day management of personnel, and work schedules, prioritizing general road maintenance, repairs and projects, drainage problems, equipment needs, developing budgetary priorities, and determining when to consult with an outside agency or contractor for a specific project. Situations occur outside established policies and procedures that may require astute judgment.

Accountability: Employee is responsible for budgetary control of the department and participates in the annual departmental budget process. The County Engineer is responsible for county equipment and oversees the resources of the entire department. The person in this position is expected to demonstrate an exemplary work ethic: keeping commitments, completing tasks on time, maintaining confidentiality when necessary, and communicating respectfully to associates, subordinate personnel, and the public.

Supervision: Little or no day to day supervision is provided by the Board of County Commissioners, though job related decisions are occasionally reviewed. The County Engineer directly and indirectly supervises the entire Road & Bridge department, and is ultimately responsible for carrying out supervisory responsibilities in accordance with the county's policies and procedures. Responsibilities include interviewing, hiring, terminating and directing work, evaluating performance, and disciplining employees, addressing complaints and resolving problems.

Personal Relations: This position involves frequent contact with other county departments, daily contact with the general public, and subordinate personnel. Frequent contact with the County Commissioners and other department heads, outside agencies, vendors and contractors also occurs.

Working Conditions: Adverse weather, dust and pollen conditions may exist when working in the field. Working around heavy equipment, excessive noise, moving mechanical parts, fumes, and hazardous chemicals may be present.

Physical Requirements: Work involves working in an office environment as well as in the field inspecting work which may require traversing over rough terrain, bending, stooping, reaching, occasional lifting and other activities. The employee is regularly required to sit, climb or balance, stoop, kneel, and crouch. Specific vision abilities required include close, distance, color, and peripheral vision, depth perception and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

These specifications should not be interpreted as all-inclusive, but are intended to identify the major responsibilities and requirements of this position. Employees may be requested to perform other job-related responsibilities and tasks not specifically listed.