

BANNOCK COUNTY **CLASS SPECIFICATION**

COUNTY ENGINEER

Department: Planning and Development
FLSA Designation: Exempt

Pay Grade: 17
Effective Date: 10/04, 08/09

Purpose of Class

Performs professional engineering services and administers the County Planning and Development Department; performs related work as required.

Primary Function

The principal function of the County Engineer is to supervise and direct the operations of the Planning and Development Department. This employee performs professional engineering duties, including project and plan review and approval, and other civil engineering duties including project design and management and provides technical support to other County departments. The work is performed under the general supervision of the County Commission but wide latitude is granted for the exercise of independent judgment and initiative. This position supervises subordinate Department employees. The principal duties of this class are performed in an office and field environment.

Essential Duties and Responsibilities

- Supervises and administers the operations of the Planning and Development Department, including employee supervision, project prioritization, and long- and short-range planning;
- Performs plan and technical report review and approval, pre-construction review, inspection, development agreement enforcement, and related duties for development and construction projects;
- Acts as a resource to contractors, public, design professionals and other interested parties on matters relating to code requirements and construction techniques and practices;
- Performs technical office review of building and construction plans and performs on-site inspections for compliance with County and other applicable codes;
- Performs design, engineering, review, and project management duties for County public works and capital improvement projects;
- Administers design, construction, consultant, and related project contracts on County public works, capital improvement, local improvement district, and civil projects;
- Coordinates management of residential and commercial development projects and compliance with County ordinances and statutes, with other County agencies, the Planning and Development Council, and County Commission;
- Provides assistance and technical expertise to other County departments, agencies, and staff;
- Supervises employees, including hiring, evaluations, and terminations;

- Prepares and implements the annual budget;
- Administers selection, contracts, and compliance with outside engineering and planning consultants;
- Coordinates projects with federal, state, and other regional and local regulatory agencies;
- Represents the County to local/regional public agencies, cities, technical, and related groups;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- Serves as the County FEMA (Federal Emergency Management Agency) representative;
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Current residential, commercial, public works, and other civil engineering design and construction methods, materials, principles and practices;
- County planning, zoning, subdivision, flood, and related development codes and ordinances;
- Standard practices and procedures for field inspection;
- County building permit and fee schedule;
- Engineering and construction standards and applicable building codes;
- Land surveying methods, tools, and techniques;
- Project management and administration techniques and objectives;
- Contract administration techniques and objectives;
- Municipal budgeting and administration techniques and objectives;
- Interpersonal communication skills;
- Political, legal, and governmental processes affecting various engineering programs and project management;
- Principles and practices of effective management and supervision;
- Employee supervision, training, and evaluation methods and techniques.

Ability to:

- Read and interpret complex construction plans, blueprints, designs, maps, diagrams, and related documents, including relating them to actual construction;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Detect and suggest corrections to inferior or deficient design, workmanship, materials and other hazards in an on-site inspection;
- Communicate effectively verbally and in writing;
- Read and interpret engineering plans, diagrams, blueprints, and specifications;
- Negotiate contracts and contract changes with engineers, developers, and contractors;
- Prepare oral and written reports and maintain review, inspection and enforcement records and findings, documents, correspondence, and related files and records;

- Understand and follow oral and/or written policies, procedures and instructions;
- Communicate effectively and establish and maintain working relationships with other employees, the public, developers and builders, customers, applicants, property owners, and other interested and affected parties, including in difficult and sometimes adversarial circumstances;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions..
- Analyze problems and provide solutions;
- Operate standard office equipment including a personal computer and program applications appropriate to assigned duties;
- Operate a variety of computerized engineering equipment;
- Operate surveying equipment;
- Operate a motor vehicle.

Acceptable Experience and Training

- Bachelors degree in civil engineering is required; and
- Ten (10) years experience in civil or commercial design engineering, construction, or a related field, including three (3) years of supervisory experience, is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Idaho Professional Engineers license is required;
- Idaho surveyor's license is required;
- Idaho drivers license is required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively with others in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, technical documents, review plans and diagrams, and move through unfamiliar buildings;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, including a personal computer, and a motor vehicle;
- Sufficient personal mobility, flexibility, strength, and agility to work in an office environment that requires sitting for long periods of time and to perform field inspections at building sites that requires climbing ladders, crawling around and under buildings, in ditches and trenches, and across rough and/or steep terrain.