

Job Title: County Engineer

Job Description: County Engineer

Class: Engineer

Department: Engineering

Position No.: 400-4220

EEOC Category: Professionals

Pay Group: Unclassified

FLSA: Exempt

REQUIREMENTS / QUALIFICATION:

To be considered for the position, a person must meet the following criteria:

- Bachelor of Science Degree (or Master Degree) in Civil Engineering
- Licensed Professional Engineer in the State of Texas
- Minimum of ten (ten) years related experience in public works projects
- Computer and related software, plotter, survey equipment, personal computers, spreadsheets, GIS, and CADD software
- Management of large-scale capital projects
- Direct supervisory experience, including diverse groups of subordinates
- Excellent interpersonal skills
- Experience in Flood Plain Management
- Valid Texas Driver's License
- Plan and execute the design of major public works construction projects.
- Knowledge and experience in reviewing plats and public infrastructure / construction plans
- Prepare specifications, estimates, work schedules, plans, maps and reports.
- Knowledge of TxDOT, federal and local regulations as they apply to county projects.
- Establish and maintain effective and positive working relationships with public officials, contractors, and with other county or local governmental departments.
- Read, analyze and interpret technical and general business information, procedures and regulations.
- Excellent leadership and interpersonal skills in dealing with internal and external customers.
- Build excellent working relationships with regulatory agencies and the community.
- Maintain regular and predictable attendance.

JOB DESCRIPTION:

- Manages the Engineering division by supervising assigned personnel and overseeing the surveying, design, and construction of County projects.
- Assists in the subdivision process by reviewing plats and public infrastructure construction plans submitted by developers. Maintains files of maps, subdivision plats, and record drawings.
- Directs, monitors and evaluates capital improvement construction projects and contracts of public works as well as all assigned divisions and presents status reports of such projects on a timely basis.

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- Provides direction to the engineering functions of surveying, mapping, and floodplain management and control. Directs the preparation of plans, specifications, estimates, and contracts for major projects of street and utility construction.
- Reviews plans submitted by Developer(s)/Engineer(s) for construction activity as a result of development.
- Coordinates with federal, regional, state and local agencies and utility companies as required.
- Acts as liaison between other counties, municipalities and State agencies.
- Works directly and in depth with citizens, employees, peers, supervisors, commissioners, and other department directors in problem resolution; including administrative work.
- Prepares and provides presentations to Commissioners Court, boards, committees, and to various groups and organizations as called upon.
- Represent the county on task forces and boards that relate to official capacity; and special projects.
- Assists the general public with various issues regarding development and infrastructure.
- Coordinates projects with other governmental entities.

These job duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned.

REQUIRED LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Bachelor of Science Degree (or Master Degree) in Civil Engineering
- Professional Engineering (PE) License in the State of Texas
- Valid Texas Driver's License

ORGANIZATION RELATIONSHIP:

- Reports directly to – Guadalupe County Judge
- Direct Reports – Yes

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

EMPLOYMENT TESTING:

Employment is contingent on passing any post-offer pre-employment screening as listed below:

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- Criminal background check: Yes
- Motor Vehicle Record check: Yes
- Drug screening: Yes
- Physical exam: No
- Psychological exam: No

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Physical Requirements: Standing: under 1/3 of the time; walking: under 1/3 of the time; sitting: up to 2/3 of the time; using hands: up to 2/3 of the time; reaching with hands and arms: up to 2/3 of the time; climbing or balancing: under 1/3 of the time; stooping, kneeling, crouching, or crawling: under 1/3 of the time; talking or hearing: over 2/3 of the time; and, tasting or smelling: none of the time.

This position requires lifting: Up to 10 pounds: over 2/3 of the time.

The following physical conditions and hazards may be encountered while working in this position:

- Indoor and Outdoor Environment
- Noise
- Dust
- Extreme temperatures
- Humidity and Moisture
- Vibration
- Mechanical Hazards
- Moving mechanical parts
- Occasional travel between work sites as required

NOTICE:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

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All employment with Guadalupe County shall be considered “at will” employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

Signature of Employee

Date

This signed original will be placed in employee’s Personnel File.