

Job Description: Director of Engineering

Class: Engineer
Position No.: 410-1100
Grade/Step:

Department: Engineering
EEOC Category: Officials/Administrators
FLSA: Exempt

SUMMARY OF POSITION

The Director of Engineering provides professional engineering oversight in planning, design, review, construction, and communication in line with regulations and technical policies.

ORGANIZATIONAL RELATIONSHIPS

Reports directly to – Commissioners Court

- Direct Reports – Planner/Assistant Planner and GIS Specialist

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 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.
- 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.
- 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 because 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.

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- 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 public with various issues regarding development and infrastructure.
- Coordinates projects with other governmental entities.

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.

OTHER REQUIREMENTS

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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

REQUIRED KNOWLEDGE SKILLS AND ABILITIES

Ability to execute and supervise a program of constant enforcement of state and local laws and regulations, establish, and maintain effective working relationships with co-workers, other county employees and the public. Motivate employees, demonstrate proficiency in both oral and written communication, exercise good judgment in making decisions and maintain necessary certificates. Computer and related software, plotter, survey equipment, personal computers, spreadsheets, GIS, and CAD software. Management of large-scale capital projects. Excellent interpersonal skills.

ACCEPTABLE EXPERIENCE AND TRAINING

- Minimum of 10 years related experience in public works projects
- Direct supervisory experience, including diverse groups of subordinates
- Experience in Flood Plain Management

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CERTIFICATES AND LICENSES REQUIRED

- Bachelor (or Masters) of Science Degree in Civil Engineering from an ABET (Accreditation Board for Engineering Technology) University.
- Licensed Professional Engineer in the State of Texas
- Valid Texas Driver's License

COMMENTS

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

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.

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.