
PACIFIC COUNTY**POSITION DESCRIPTION**

POSITION: County Engineer
OFFICE/DEPARTMENT: Department of Public Works
REPORTS TO: Director
UNION STATUS: Exempt
SALARY GRADE: Special Employment Agreement
DATE LAST REVISED: February 8, 2022

1.0 PRIMARY FUNCTION AND PURPOSE

The statutory requirements of RCW 36.80 are assigned to the County Engineer to report through the Director of the Department of Public Works. The County Engineer must be a licensed professional civil engineer. Be responsible for the planning, administration, and coordination of all engineering and associated activities related to county roads. Work of this class involves the exercise of considerable independent judgment and discretion in the interpretation, application, and enforcement of laws, regulations, and County policies applicable to road design, construction, and maintenance activities; the supervision of professional, operational and other office support personnel; and the conduct of considerable coordination with other county departments, other governmental agencies, and the public as a part of the overall public relations function inherent in this type of organization. Assignments involve full responsibility for final decisions and results in all technical engineering and operational matters, restricted only by legal and statutory limitations and policies established by the Board of County Commissioners. Meetings are held frequently with engineering supervisory personnel in order to ensure the installation, clarification, and execution of desired programs. Work is performed under the general direction of the Public Works Director and is reviewed through meetings, reports, and an evaluation of results obtained.

2.0 ORGANIZATIONAL RELATIONSHIPS**2.1 Supervision Received**

Reports to the Department of Public Works Director.

2.2 Supervision Exercised

Carries out supervisory responsibilities in accordance with the organizational chart, policies, current labor agreement, and applicable laws. Supervisory responsibilities include planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

3.0 ESSENTIAL DUTIES AND RESPONSIBILITIES

Typical duties and responsibilities encompass the following, as listed in this section. Other duties may be assigned.

- Oversees and directs the design and maintenance of county roads, bridges, drainage systems, and related structures; as defined by RCW Chapter 36.80 oversees all project scoping and program development; oversees all project construction management and inspection; maintains records of such.
- Oversees review and approval of all engineering plans and specifications for new road and drainage systems as part of the development review process.
- Evaluates program and/or project accomplishments to ensure that consistency is maintained throughout the department.

- Participates with the Director and Board of County Commissioners in development of the annual and six-year road programs; provides technical assistance and advice to the Board on various county and departmental issues.
- Oversees the preparation of cost estimates for various road and public works projects; presents estimates to the Director and Board of Commissioners for approval.
- Examines and certifies all cost estimates and bills for labor, materials, and supplies on road and public works projects.
- Establishes all County engineering and construction standards.
- Serves as a liaison for the County with local, state and federal agencies, county officials, private contractors, consultants, and the general public.
- Participates in training programs and periodic performance evaluations. Assists in establishment of performance objectives for subordinate staff. Participates in conducting performance appraisals of subordinate staff. Identifies specific training needs of staff.
- Fosters professional development of subordinate staff through sharing of technical articles, participation in committee activities, promotion of continuing education, etc. Promotes and models teamwork concepts, continuous quality improvement, and effective communication and information flow.
- Communicate effectively verbally and in writing.

4.0 EDUCATION, EXPERIENCE and TRAINING

- Bachelor's degree in Civil Engineering or related engineering field.
- A current Professional Engineer license (Civil) from the State of Washington.
- Any satisfactory combination of experience and training which, in the opinion of the Board of County Commissioners, demonstrates the knowledge, skills and ability to perform the above described duties.
- Current Driver's License or the ability to obtain one.

5.0 NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Local, state and federal policies as they relate specifically to county government and municipal government in general.
- County policies and procedures relating to all aspects of transportation.
- Application processes involved in successfully securing alternative and creative funding sources such as grants, loans and entitlements.
- Emergency Preparedness.
- Strategic planning. Budget preparation, oversight, and accountability.

Skills in:

- Operation of a personal computer and associated software.
- Group presentation on a variety of levels, ranging from small groups to large public meetings.
- Collaborative negotiation techniques.
- Effectively dealing with people who may be emotionally charged by issues and information being presented.
- Problem solving techniques.
- Developing and managing budgets and generating revenue.

Ability to:

- Display considerable independent judgement in the interpretation and use of statutes, ordinances, and regulations regarding county roads and public works programs.
- Lead and direct staff with a diverse level of skills and abilities.
- Exhibit superior communication skills.
- Explain complex issues in a simple understandable manner.
- Interpret and implement department policies, procedures and applicable laws and regulations.
- Work in and around stressful situations.
- Maintain a productive workload for self and subordinates.

- Relate with co-workers, elected officials, public and private agencies and other individuals in a positive manner.
- Physically perform the essential functions of this position.

6.0 BEHAVIORAL STANDARDS

Positively represents Pacific County, demonstrating honest and ethical behavior. Is respectful and courteous to the public, county leadership and other employees. Demonstrate good work habits.

Ability to quickly grasp new techniques, deal with rapid changes in events, remain calm in stressful situations, and relate to various personality styles in a rational, professional manner. Is skilled in dealing with the public, developers, management, staff, and representatives of other agencies.

7.0 WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in an office and outdoor environment.

Must be able to drive a vehicle and to perform field inspections in rough terrain. While performing the duties of this job, the employee is frequently required to sit; use hands to handle objects, tools, and controls; talk and hear. The employee is required to stand, walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl.

Good health and good physical condition, appropriate to the position. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and other various pieces of equipment.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in an office and outdoor environment.

Work is normally performed indoors, in an environment with moderate noise. While performing the duties of this job, the employee occasionally works outside weather in varying weather conditions. The employee occasionally works near moving mechanical parts and/or in high, precarious places.

8.0 SELECTION PROCESS

The selection process will include a formal application and evaluation of education and experience, and may also include an oral interview, background and/or reference checks and job-related tests.