



COUNTY ENGINEER JOB DESCRIPTION

Job Title: County Engineer

Job Code: CE201

Pay Grade: 134

Effective Date: October 2007

FLSA: Exempt

Revision Date: October 2024

NATURE OF WORK

Under general direction performs the duties of the County Engineer as defined in and required in RCW's and the WAC's through effective planning, staff management, resource allocation, and sound fiscal practices; ensures the effective completion of PWD projects, and compliance with State and Federal regulations, and County policies, procedures, and goals.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Serves as County Engineer and performs statutory duties of the position; reviews, investigates, and approves plans, technical documents, permits, and procedures; coordinates Public Works Department (PWD) projects and planning with Regional organizations and State and Federal agencies.
- Acts in the place of the Director during Director's absence or as assigned.
- Assists the Director in developing and implementing (PWD) strategies and tactical goals to meet County objectives; evaluates strategies and determines resource requirements and program goals and deliverables; determines scope and priorities of projects; develops programs, policies, and resource utilization plans to support present and future needs.
- Represents or acts on behalf of the Department and the County as directed or as it relates to the scope of his duties.
- Directs County Road operations; exercises independent judgment within broad policy guidelines; evaluates and analyzes issues, and recommends and implements solutions to improve County Road operations; identifies and monitors long and short range goals and objectives.
- Manages PWD performance and productivity; directs the continuous improvement of the work products; ensures the overall integrity of the support and functionality of the PWD services.
- Monitors and evaluates regional trends in public works programs and services; interprets community concerns, defines desired results, develops solutions, and recommends new programs and strategies.
- Manages, allocates, and coordinates numerous internal and external resources; ensures effective communication of issues and strategies between PWD and County management team.
- Directs and coordinates assigned staff; develops goals and priorities, and assigns tasks and projects; develops staff skills and training plans; counsels, trains, and coaches staff; evaluates performance and implements corrective actions.
- Provides leadership, direction, and guidance in program management, technical strategies, and priorities; reviews and approves status reports prepared by technical staff and managers, and coordinates schedule and plan modifications; analyzes issues, develops recommendations, and implements solutions.
- Maintains a productive, efficient, and technically competent work environment; ensures project deadlines and performance standards are met; reviews land development proposals, defines technical requirements, and resolves issues.

- Develops, evaluates, and implements Department goals, objectives, policies, and procedures; monitors Department programs and develops standards for program planning and service evaluation; ensures the Department's activities are conducted in compliance with all laws, policies, regulations, and goals.
- Develops and monitors budget for programs and services; ensures appropriate services are provided; coordinates information and maintains effective communications between programs and other agencies.
- Negotiates and monitors contracts and agreements; provides leadership for emergency incidents.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in an office environment; work involves light physical demands and frequent use of a personal computer.

EMPLOYMENT STANDARDS:

Bachelor's Degree in Civil Engineering or related field; AND five (5) year's professional civil engineering experience, including two years' of supervisory experience.

A valid Driver's License is required. Must meet qualifications for registration as a Professional Engineer with Washington State Board of Registration; OR by the technical board of another state, with the ability to obtain Washington Registration within one year of employment.

KNOWLEDGE AND SKILLS:**Knowledge of:**

- County policies and procedures.
- Fundamentals of civil engineering, mathematics, and physics.
- Principles of design, construction, and maintenance of public works projects.
- Methods, materials, and equipment used in public works construction, maintenance, and repair.
- Principles and practices of government project management and methods of evaluating construction contract compliance.
- Federal and State codes and regulations related to civil engineering and public works projects, including County Road Administration Board, Federal Emergency Management Agency, and Department of Transportation standards.
- Techniques and practices for efficient and cost effective management of resources.
- Principles and practices of financial management and budget development.
- Facility, vehicle and equipment maintenance procedures and practices.
- Principles of Information Technology, including Geographic Information Systems.
- Contract development, negotiation and management principles.
- Principles of Right-of-Way acquisition and management.
- Principles of record keeping and records management.

Skills in:

- Analyzing public works issues, evaluating alternatives, and developing solutions based on findings.
- Analyzing community needs, and prioritizing programs to meet the County strategies.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance
- Interpreting and applying engineering standards and procedures, Federal and State rules and regulations, and City policies and procedures.
- Analyzing and evaluating technical engineering data and construction documentation.

- Checking designs, details, estimates, plans, and specifications of engineering projects.
- Interpreting and verifying mathematical/technical instructions and analyzing complex variables.
- Effectively presenting technical information to public and professional audiences.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with other County employees, public officials, and representatives from other local, State and Federal agencies.
- Communicating effectively verbally and in writing.