

Job Description: COUNTY ENGINEER (ROAD AND BRIDGE)

CLASS NO. 2101

EEOC CATEGORY: Officials/Administrators

PAY GROUP: 34

FLSA: Exempt

SUMMARY OF POSITION

Serves as civil engineer for the county; effectively manages county road and bridge, solid waste, floodplain control, and airport departments. Duties include applying modern engineering techniques to related projects or problems; preparing department budgets; and supervising personnel.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to County Commissioners Court.
2. Directs: Directly supervises Assistant County Engineer, Engineering Project Manager, Administrative Assistant, Engineering Technician, General Superintendent (Road & Bridge), Sign Foreman, indirectly supervises all employees involved in public works activities.
3. Other: Has frequent contact with departmental employees, County Treasurer and Auditor; and has contact with the Texas Department of Transportation and the Texas Commission on Environmental Quality (TCEQ), Houston-Galveston Area Council, and other agencies.

EXAMPLES OF WORK

Essential Duties*

Serves as County Road Engineer;

Plans and administers efficient, economical construction and maintenance of county roads;

Hires and fires road and bridge department personnel or delegates these responsibilities to appropriate road and bridge department foremen;

Attends all Commissioners Court meetings pertaining to county road matters and makes recommendation concerning road construction or repair and other projects;

Ensures Commissioners Court policies pertaining to county roads and bridges are efficiently and effectively executed;

Prepares and submits detailed road and bridge department annual budget to Commissioners Court for approval;

*for the purpose of compliance with the American with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
Updated and Approved CC 9/9/2014

CLASS NO. 2101 (Continued)

Reviews permit applications to ensure that building sites are reasonably safe from flooding, including approving or denying applications, pinpointing areas of special hazards, and notifying proper authorities prior to altering or relocating water courses to ensure flood carrying capacities are maintained and oversees development in the county;

Other Important Duties*

Serves as advisor to other county departments concerning related engineering issues as necessary, including management of construction projects at Chambers County Airports involving TXDOT Aviation and other consultants; and

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: engineering principles and practices as applied to the location, design, construction, and maintenance of county roadway systems; materials and equipment used in major construction and maintenance projects; highway and drainage design principles; effective design and construction management techniques; roadway rehabilitation and reconstruction techniques; county budgetary practices; and local, state, and federal statutes pertaining to engineering design and construction management including familiarity with contract law.

Skill/Ability to: plan and direct a variety of engineering projects; analyze and evaluate a wide variety of complex and highly technical engineering data; apply effective engineering methods and solutions to related engineering projects and problems; prepare and effectively administer complex annual budgets; Demonstrate proficiency in both oral and written communication; supervise and motivate employees; establish and maintain effective working relationships with employees, county officials, and representatives of relevant state commissions and departments; and maintain necessary certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree in civil engineering or a related field, plus at least ten years of administrative experience in developing and managing engineering design, planning, transportation, or related programs, preferably with a government entity;

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Registration as a Professional Engineer