

COUNTY OF GILLESPIE
JOB DESCRIPTION



Assistant Engineer For
County Engineer

Title: Engineering Assistant
Department: Engineering
Rate: \$25-30/hr
Employment Status: Non-Exempt

GENERAL DESCRIPTION:

The Engineering Assistant will work directly with the County Engineer and is primarily responsible for review and inspection of right-of-way permits and floodplain development permits. The ideal candidate must be responsible, organized, consistent, and an efficient communicator.

ESSENTIAL JOB DUTIES:

- Perform permit reviews and inspections for proposed construction or other improvements within the county road right-of-way or county property to ensure compliance with the adopted Right-of-Way Regulations.
- Performs permit reviews and inspections for proposed construction or other improvements to ensure compliance with the adopted Flood Damage and Prevention Ordinance.
- Assists County Engineer with federal and state grant procurement related to projects for flood mitigation and mapping.
- Coordinates with developers, contractors, the general public, and County/City/State Departments regarding required permitting and construction standards.
- Monitors development in the County for conformance with adopted regulations and coordinates with the County Engineer for necessary enforcement action.
- Coordinates with the County Engineer to develop and maintain a list and map of various types of road asset information such as ROW width, pavement width, PCI scores, road maintenance tracking, sign location, cattle guard locations, etc.
- Attendance at Commissioner's Court meetings as needed.
- Perform all related duties as assigned by the County Engineer.

KNOWLEDGE, SKILLS, and ABILITIES:

- Ability to interpret and understand applicable laws, codes, regulations, and construction plans for road and drainage facilities.
- Basic knowledge of road and drainage construction materials, policies, and procedures and inspection methods and techniques.
- Basic knowledge of NFIP floodplain management principles and CFR 44 preferred.
- Efficiently and clearly track multiple projects through permitting, inspection, and close out.
- Keep all permit and inspection documentation organized and readily accessible.
- Possess excellent communication skills in expressing oneself clearly and concisely, both orally and in writing, with citizens and co-workers.
- Possess skills to work independently and meet deadlines without much supervision

- General knowledge of computers and basic software such as Microsoft Office, Word, Excel, Outlook. GIS and/or AutoCAD experience is a plus.

EDUCATION and EXPERIENCE:

- High School Diploma or GED equivalent is required.
- Bachelor's degree from a four-year college, OR 4 years of experience in a field related to the essential job duties.
- EIT or PE, and/or CFM certification is a plus but not required.
- Individual must become a Certified Floodplain Manager within 12 months of hire and maintain certification.
- Must have a valid drivers license and clean driving record.
- Must consent to and pass a criminal background check.

ENVIRONMENTAL WORKING CONDITIONS AND SCHEDULES:

County facilities, including vehicles, are smoke-free and alcohol-free working environments. Location of this position is in the Gillespie County Courthouse which consists of a normal office environment with heat and air conditioning in a multi-person work area. Work from off site locations is permitted when coordinated with the Department Head. Common outside work will be done regardless of weather.

The position requires daily and prolonged repetitive motor movements, such as but not limited to computer data entry and use of office equipment (telephone, calculator, typewriter, fax, scanner, copier). The position also requires prolonged periods of sitting, standing, stooping and crawling. Some lifting may be required of items up to 50 pounds.

Normal work schedule is Monday through Friday, eight (8) hours per day, 40 hours per week. Duty hours are generally 8:00 a.m. to 5:00 p.m. with an hour for lunch. Regular work attendance is essential. Employee must arrive to work on time, prepared to perform assigned duties and work assigned schedule. Employees are required to record their work hours properly and to submit time records promptly to their Department Head. Unscheduled hours including holidays, and/or weekends may be required in the case of excessive workloads, unforeseen personnel shortfalls, or emergency situations. Must be able to travel out of town for continuing education classes and training with overnight stays.

APPLICATION INFORMATION:

No resume will be accepted in lieu of an application form. Applications can be downloaded from the Gillespie County "Employment Opportunities" link at <https://www.gillespiecounty.org/> Please Return your completed application to:

Email: hr@gillespiecounty.org

In Person: Gillespie County Courthouse Room 102-B

Mail: Gillespie County, 101 W. Main St., Mail Unit #11, Fredericksburg, TX 78624

Gillespie County is an Equal Opportunity Employer. A background check will be required of finalist. New or rehired potential employees will be required to provide documentary proof of their eligibility for employment. Gillespie County is a public employer; therefore, all applications are public information.

I have read and understand the essential duties / functions; skills and abilities; minimum requirements; and working conditions and schedules of this position.

Signature: _____ Date: _____