

COUNTY OF GILLESPIE

JOB DESCRIPTION

County Engineer



PAY GRADE: 28

PAY RANGE: \$85,000 - \$100,000 – Based on Experience

DESCRIPTION OF POSITION:

The County Engineer plans, coordinates, and participates in the design and construction of county construction projects within the unincorporated areas of Gillespie County. Projects include but are not limited to: county roads, drainages, construction work within the county ROW, bridges and subdivision administration.

ESSENTIAL DUTIES / FUNCTIONS:

Essential duties/functions for County Engineer, under the general supervision of the Gillespie County Commissioners Court, may include but are not limited to the following:

- Perform subdivision reviews and ensure compliance; coordinate plat requirements for Commissioners Court approval and provides input on updating regulations as applicable.
- Plan, organize, perform, and coordinate a variety of activities related to the design and construction of county infrastructure and engineering projects.
- Provide assistance to developers, contractors and the general public regarding required permits and fees for work within the county road right-of-ways or any other county-owned property.
- Inspect county bridges and slabs on a regular basis and makes corrective action recommendations.
- Work with local, state, and federal entities during emergency situations or any other initiatives as deemed necessary.
- Respond to citizen requests, analyze problems, and recommend corrective action.
- Prepare annual operating budget for the Engineer Department.
- Recommend cost saving measures concerning road repairs, seal coating roads, bridge/slab repairs, or other preventative road maintenance measures.
- Coordinate with other Department Heads on a wide variety of County matters.
- Work with the City of Fredericksburg Engineering department to meet common goals for the citizens of the community.
- Review formal request for utility construction within the County right-of-ways.
- Manage and oversee professional consultants within the Engineering Department's jurisdiction.
- Review new development projects and provide guidance and procedures for new and existing subdivision requests.
- Assist the Sanitation and Floodplain department related to activities to ensure compliance with state and federal guidelines.
- Attendance at Commissioners Court meetings as needed.
- Perform all related duties as assigned by Commissioners Court.

SKILLS and ABILITIES

The ideal candidate will have the ability to:

- Ability to effectively deal with the public and co-workers in a professional manner.
- Ability to communicate effectively both orally and in writing.
- Possess the skills to work independently and meet deadlines without much supervision.
- Ability to interpret and understand applicable laws, codes, regulations and state statutes.
- Knowledge of safety concerns in the workplace.
- Basic knowledge of floodplain and sanitation issues.
- Possess good organizational skills to ensure that work is approached systematically in order to attain positive results.
- Ability to establish and maintain effective working relationships with other County staff, the general public, vendors, or other governmental officials.
- Ability to make effective and persuasive speeches and presentations on sometimes controversial or complex topics to top management entities, the general public or other pertinent groups.
- Operate computers with office, engineering and drafting software.
- Ability to use all office equipment necessary to perform at a high level of proficiency.
- Ability to draft engineering plans, compile engineering specifications, and interpret plans and/or plat requirements from developers.
- Perform other related duties / functions as may be required or as delegated.

MINIMUM REQUIREMENTS / QUALIFICATIONS:

- Bachelor of Science Degree in Civil Engineering or closely related field.
- Minimum of 5 years of professional level engineering experience or an equivalent combination of education and experience to provide sufficient evidence of the successful performance of essential elements and duties of the job listed.
- Must possess or be able to obtain within 30 days of employment, a cell phone to conduct Gillespie County business. The County offers an established allowance.
- Must possess a valid Texas Driver's License and a clean driving record.
- Must consent to and pass criminal background check.
- Must possess Texas Professional Engineer License.
- Professional Sanitation License, certificates in Floodplain Management and Incident Command are desirable.

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. Occasional 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 supervisor. 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.

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

Signature _____

Date _____