

GARRETT COUNTY GOVERNMENT JOB DESCRIPTION

JOB TITLE: Civil Engineer
DEPARTMENT: Public Works
REPORTS TO: Division Chief
FLSA STATUS: Exempt

SUMMARY: The Civil Engineer will design, plan, and supervise the construction of infrastructure projects such as buildings, bridges, roads, dams, pipelines, water, and sewage systems. The Civil Engineer will also assist with oversight and coordination of county capital and maintenance projects. This will be from conception to completion including study, design, consultant coordination and construction. The Civil Engineer receives direction and guidance from the Division Chief to facilitate and accomplish project objectives and goals. The Civil Engineer will provide direct and indirect supervision to consultants, inspections, contractors, and other county staff and departments in support of county projects and assigned tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Consults with and provides guidance to project stakeholders and managerial staff regarding engineering requirements for construction of various designs, modifications, and structural repairs.
2. Develops the scope of work for various capital projects.
3. Provides input into policy decisions with various departments.
4. Participates in strategic planning with various departments.
5. Provides evaluation of proposals for professional services.
6. Provides evaluation of various technologies/methods of implementation.
7. Provides calculations to support projects, including value engineering.
8. Collaborates with engineers and contractors to ensure projects progress properly.
9. Estimates materials, equipment, and labor needed to determine project costs.
10. Drafts and presents reports on topics related to projects such as environmental impact statements and right-of-way descriptions.
11. Presents information at public hearings.
12. Evaluates regulatory compliance of administrative functions of the department.
13. Coordinates with funding agencies for project financing.
14. Sets design specifications by computing load and grade requirements, material stress factors, water flow rates, and similar parameters.
15. Fields questions and responds to the public related to department projects.
16. Fields questions from the Financial Services Department for various projects.
17. Aids others in completion of projects.
18. Plans projects based on the analysis of relevant materials such as drawings, blueprints, aerial photography, survey reports, maps, and other geologic and topographical data.
19. Maintains project records throughout the scope of projects.
20. Interacts with federal, state, and local agencies related to projects.
21. Interacts with designated principals to ensure that needs of all are met by the project objectives.
22. Uses design software and drawing tools to accurately render and communicate designs; plans and designs other necessary and related systems and structures such as transportation or hydraulics.
23. Other duties may be assigned

QUALIFICATIONS:

- Thorough understanding of civil engineering principles, practices, and tools.
- Proficient in computer-assisted design (CAD) and other design, data recording, and analyzation software.
- Thorough understanding of materials, methods, and tools involved in the construction or repair of buildings, bridges, roads, and other related structures.
- Thorough understanding of safety regulations related to assigned projects.
- Ability to identify and solve complex problems.
- Excellent verbal and written communication skills.
- Ability to be both creative and analytical.
- Extremely detail-oriented and accurate.

EDUCATION and/or EXPERIENCE:

- Bachelor of Science degree in a recognized Engineering discipline
- Five (5) plus years of Engineering experience required

LANGUAGE SKILLS:

This position requires excellent communication skills relating to effectively communicating one on one in public hearings and to groups of County officials, private citizens, funding agency professionals, engineers and all interested community members.

MATHEMATICAL SKILLS:

This position requires the ability to work with physical and mathematical sciences underlying professional engineering.

REASONING ABILITY:

The ability to read and interpret various documents and correspondence and to effectively compose and evaluate technical reports. A good understanding, both theoretical and practical, of the engineering sciences and techniques and their application to the branch of civil engineering.

CERTIFICATES, LICENSES, and REGISTRATIONS:

- Valid Driver's License
- Licensure as Professional Engineer (PE) required.

PHYSICAL DEMANDS:

Must have the use of sensory skills to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling is required. Frequent visits to construction sites and inspecting construction projects are required. During emergencies, can be on feet up to 18 hours, agile enough to traverse construction sites, climb structures, etc. Field inspection of various structures is required e.g.: bridges, fieldwork, survey layout and as built drawings.

WORK ENVIRONMENT:

Most of the work involved with this position takes place in an office environment. However, it is dependent on project needs. This position may require field or inspection work in inclement weather.