

COUNTY ENGINEER

CODES/PAY RANGE

Class Code: 2104 EEO Code: A FLSA: E Pay Range: B

MAJOR FUNCTION

Highly responsible administrative, technical, and supervisory work directing the operations of the Engineering Services group of the Public Works Department.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Directs and provides technical supervision of varied engineering activities such as planning, design, surveying, construction, and testing and inspection of structures, roads, bridges, drainage field and related duties.

Manages, assigns priorities, and schedules division's engineering work through subordinate supervisors.

Responsible for the preparation of specifications for bid items, making recommendations for the awarding to contractors who have submitted bids and recommends to select consulting engineering firms to provide services to the County.

Responsible for the preparation of plans, cost estimates and contract documents on projects.

Serves as the engineering advisor to other divisions and activities in the County. Maintains liaison with other government agencies and public groups on matters pertaining to engineering matters.

Prepares group budget.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of the principles, practices, procedures, and methods used in the civil engineering field. Considerable knowledge of public works programs and needs.

(County Engineer continued)

Ability to administer and coordinate a variety of projects in an orderly and professional manner. Ability to meet and deal with all levels of government agencies and the general public. Ability to supervise technical and sub-professional engineering personnel.

MINIMUM QUALIFICATIONS

Bachelor's degree in Civil Engineering and six (6) years of progressively responsible experience in public works or a related field including experience of an administrative and supervisory nature. Must be registered as a Professional Engineer (PE) by the State of Florida at the time of appointment.

A comparable amount of education, training, or experience may be substituted for the minimum experience.

ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to see, talk, grasp; finger dexterity.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend technical and scientific instruments, documents, and literature; legal documents, statutes, instruments; blueprints, layouts, mechanical drawings; memos, instructions, manuals. Ability to write business letters, evaluations, summaries. Ability to speak clearly and concisely relating information, details and procedures to layman; conversant in theory and practices of discipline. Ability to perform advanced mathematical functions (geometry, trigonometry.) Ability to identify and resolve problems. Ability to analyze data and develop conclusions.

Revised 10/97
Replaces 10/94