

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

TRANSPORTATION ENGINEER

Department: Office of the County Engineer
Pay Grade: 117
FLSA Status: Exempt
Job Class: 2297
Risk Code: 8810

JOB SUMMARY

Responsible for the management of transportation engineering practices involving the design of County maintained infrastructure, primarily roads and bridges, within the Office of the County Engineer.

ESSENTIAL JOB FUNCTIONS

- Coordination with, and management of; project managers, consultants, designers, and technical staff for the development and design of transportation construction projects including drainage, bridges, utilities, traffic, permitting, specifications, and other project aspects.
- Performs capacity studies of roadways using specifications of federal, state, and County policies and manuals and performs cost-benefit studies of alternate roadway systems.
- Analyzes right-of-way requirements of arterial and major collector road networks.
- Establishes budget requirements for design, surveying, and traffic analysis divisions' inclusion in yearly departmental budget.
- Coordinates with the Transportation Planning Organization on planning of transportation projects within Marion County as well as the development of the annual list of priority projects (LOPP).
- Coordinates, manages, and assists in the preparation of contract documents, permitting, agreements, and related documentation.
- Assists, participates, and coordinates public meetings, contractor meeting, consultant meetings, and other meetings related to functional area and projects under charge.
- Conducts research and investigation related to assigned projects and functional area of responsibility. Documents findings and forwards reports/recommendations to proper staff.
- Acts as liaison with the Florida Department of Transportation, municipalities, other counties, public utilities, and other outside agencies regarding highway matters relating to the function of the Office of the County Engineer. This includes the Local Agency Program (LAP), as well as

- other design and construction grants such as CIGP and TRIP where technical design management is to be provided.
- Coordinates with engineering consultant firms for capital roadway design projects, which may also include reviewing the roles and scopes of any work to be performed by sub-consultant firms, such as geotechnical, environmental, and archeological firms.
 - Participates in the budget preparation of both the operating budget and the Five-Year Transportation Improvement Program.
 - Prepares and presents reports to Board of County Commissioners and other groups.
 - Provides technical advice and guidance related to design, drainage, right-of-way, development, survey, and construction divisions.
 - Oversees and performs evaluations of assigned personnel within the Design Group of the Engineering Services Section.
 - Answers inquiries from the general public, administrators, and public officials on the phone, in person, and/or in writing.
 - Manages road design contracts performed by private consulting firms.
 - Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
 - Implements the organization's guiding principles and core values.
 - Performs other related job duties as assigned.

SUPERVISION

This position is responsible for direct supervision over a moderate size staff of managers and indirect supervision of an extensive technical staff who report to other supervisors or managers. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Civil Engineering or equivalent; and seven (7) years' progressively responsible experience in related engineering work; or an equivalent combination of education and experience.

Licenses or Certifications:

- Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.
- Registered Professional Engineer in the State of Florida.
- Advanced Temporary Traffic Control (TTC) certificate within six (6) months of assignment
- FEMA NIMS IS-100, IS-220, IS-700, and IS-800 certificate within three (3) months of assignment. FEMA NIMS IS-300 and IS-400 certificates within twelve (12) months of assignment

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret highly complex documents.
- Ability to respond effectively to the highly sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards.
- Ability to comprehend and apply mathematic principles.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to develop plans, policies, specifications, and programs continually.
- Ability to function independently and manage teams of varying skill levels.
- Knowledge of road and drainage design and construction, public works engineering and construction, and traffic planning and engineering.
- Knowledge of federal, state, and County laws, standards, and regulations for transportation systems.
- Knowledge of the Florida Department of Transportation (FDOT) regulations, standards, FDOT “Green Book”, and program requirements as they pertain to transportation design and construction.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. While performing the duties of this job, the employee will occasionally be required to walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl; and will regularly be required to sit, and use hands to finger, handle, or feel, and frequently talk or hear.

WORK ENVIRONMENT

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be required to work in outdoor weather conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Updated: 6/2024

Date

Supervisor (or HR) Signature

Date

E.O.E. *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*