

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.

COUNTY ENGINEER

Department: Office of the County Engineer
Pay Grade: 122
FLSA Status: Exempt
Job Class: 1015
Risk Code: 8810

JOB SUMMARY

Responsible for the design, implementation of construction, reconstruction, operation and maintenance of County maintained roadway and stormwater systems and ensuring compliance with County regulations for public and private infrastructure construction.

ESSENTIAL JOB FUNCTIONS

- Oversees the operation of the Office of the County Engineer and manages its employees.
- Ensures that all business is conducted in a manner which supports the County's goals and objectives and ensures adherence to all pertinent County policies and practices.
- Serves as a County liaison to the private development community and serves as a member of the Development Review Committee.
- Approves, directs, and/or designs roads, stormwater systems, bridge facilities, utilities, or other new construction or reconstruction projects.
- Oversees effective management and implementation of design, construction, and maintenance contracts performed by private entities on behalf of the County.
- Oversees development of the Five-Year Capital Improvement Programs associated with roads and stormwater, as well as other long- and short-range planning efforts focused on capital improvements and maintenance.
- Provides technical assistance for all departments of the County as needed.
- Prepares and presents reports related to engineering topics at public meetings.
- Oversees supervision of department employees, including conducting performance evaluations, interviewing prospective employees, making decisions related to promotions, candidates for hire, and discipline.
- Acts as liaison with Florida Department of Transportation, Florida Department of Environmental Protection, water management districts, municipalities, other counties, public utilities, and other outside agencies regarding highway matters relating to the functions of the Office of the County Engineer.
- Oversees the development and administration of department budget.

- Oversees evaluations of complaints and issues related to road and stormwater maintenance.
- Provides technical advice and guidance related to design, construction, and maintenance of the roads, rights-of-way, stormwater systems, and Traffic control appurtenances.
- Provides technical assistance to Office of the County Engineer staff for right-of-way and other County land acquisitions.
- Answers inquiries from the general public, administrators, and public officials on the phone, in person, and/or in writing.
- Responds to technical questions from Board of County Commissioners, staff members, and members of the public on issues related to engineering, construction, and maintenance of roads, stormwater, and traffic projects.
- Provides emergency response efforts during times of crisis, manmade or natural, during declared states of emergency and lesser events. Response can be 24 hours a day, 7 days a week, and includes leading the department in a coordinated effort and providing for contract management in a manner that ensures timely response and appropriate reimbursement from state and federal agencies.
- 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 a large size 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 eight (8) to ten (10) years' progressively responsible experience in related engineering work with five (5) of those years in a supervisory capacity; 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 Maintenance of Traffic certification.
- FEMA NIMS IS-100, IS-200, IS-700, and IS-800 certifications within (3) months of appointment.
- FEMA NIMS IS-300 and IS-400 certifications within one (1) year 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 apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in either mathematical or diagram form and deal with multiple abstract and concrete variables simultaneously.
- Ability to develop plans, policies, specifications, and programs continually.
- Ability to function independently as an expert in matters of specialized code, rules, policy, analysis, advanced budgetary, accounting systems, or complex scientific or technical systems.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Ability to deal with nonverbal symbolism in its most difficult phases.
- Knowledge of road and drainage design and construction, public works engineering and construction, and traffic planning and engineering.
- Knowledge of state and County law, standards, and regulations for public works.
- Knowledge of funding processes and alternatives in a government environment considering grants, bonds, millage, gas tax, impact fees, proportionate share and assessments, in consideration of budgeting, cost accounting, financial planning and management.
- Ability to effectively conduct negotiations with current and perspective consultants and contractors.
- 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.
- Skills in organization and task prioritization.
- Ability to develop long-term plans and programs and to evaluate work accomplishments.
- Ability to plan, manage, assign, direct, and review work of a large number of employees directly and through subordinate supervision.
- Ability to work effectively with elected officials, charter officers, department heads, other county employees, and the general public.
- Ability to keep records and prepare reports.
- Ability to train, develop, and supervise subordinates.
- Ability to remain calm in stressful situations.

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PHYSICAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. While performing the duties of this job, the employee will occasionally be required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl; and will regularly be required to walk, sit, 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 wet or humid 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

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.*