

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.

ASSISTANT COUNTY ENGINEER, ROAD MAINTENANCE

Department: Office of the County Engineer
Pay Grade: 118
FLSA Status: Exempt
Job Class: 2291
Risk Code: 9410

JOB SUMMARY

This is a managerial and administrative position related to the function of Marion County Office of the County Engineer involving supervision and project planning of the operation and maintenance of County maintained roadway and stormwater systems.

ESSENTIAL JOB FUNCTIONS

- Oversees the operations of the Roads Section of the department, as well as safety and training programs, and contract maintenance.
- Plans, coordinates, develops and implements maintenance programs for county maintained roads, rights-of-way, and associated assets considering use of in-house forces and/or contract forces. Develops technical specifications and drafts contracts, as appropriate. Monitors and documents for program effectiveness.
- Supervises contract maintenance activities, including inspections, processing of pay requests, assessing and resolving unforeseen conditions, monitoring of schedules and budgets, ensuring that all work is in conformance with the contract documents. Maintains documentation.
- Receives and evaluates citizen and business complaints; conducts field reviews; analyzes and develops solutions or coordinates solutions with other staff as appropriate; and ensures all inquiries and complaints are handled in a professional and timely manner.
- Compiles numerical or statistical data for charts, budgets, and schedules. Prepares routine reports such as brief written summaries to describe work status, repairs, inspections, or problems encountered. Prepares technical charts and reports regarding the production and efficiency of sectional operations.
- Conducts performance evaluations, disciplinary actions and employee documentation for the record; recommends promotions, merit increases, and demotions; participates in applicant interview process and makes hiring recommendations.
- Manages personnel issues in a fair and prudent manner and in compliance with all policies and procedures, including the County's Employee Handbook and contract bargaining

- agreements. Makes recommendations to senior management regarding personnel, policies and procedures.
- Assists with budget preparation associated with assigned programs, considering long and short-range planning efforts focused on maintenance. Responsible for review and monitoring of program operational expenses.
 - Oversees development and implementation of safety and training programs. Ensures program documentation and performance.
 - Assists in and/or develops policies and procedures to implement.
 - Answers inquiries from the general public, administrators, and public officials on the phone, in person, and/or in writing.
 - Assists, participates, and coordinates public meetings, contractor meetings, and other meetings related to functional area and projects under charge.
 - Provides technical assistance for all departments of the County as needed.
 - Oversees the Safety program and staff. Sections covered include Traffic Operations, Land Survey, Construction Operations, Stormwater, Land Management, Asset Management, Roads Maintenance, and a general office environment.
 - Oversees the Training program and staff. Sections covered include Traffic Operations, Land Survey, Construction Operations, Stormwater, Land Management, Asset Management, Roads Maintenance and a general office environment.
 - Prepares reports, studies, letters, purchase requests, ordinances, and other written correspondence.
 - Develops short and long-term operational plans.
 - Evaluates new and existing procedures and activities based on current or future needs and trends.
 - Prepares, submits, and monitors annual section budget.
 - Assists in formulating policies and operating procedures.
 - Performs timely, fair, and non-discriminatory evaluation of performance of employees under their supervision.
 - Recommends selection, promotion, discharge, and other appropriate personnel actions.
 - 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 directly and regularly supervising work of a relatively small number of employees (two or more), including with indirect supervision of field 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 Construction, Civil Engineering, Construction Technology, Business Administration or equivalent; and seven (7) years' progressively responsible experience in related engineering work, with two (2) 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 Temporary Traffic Control certification.
- FEMA NIMS IS-100, IS-200, IS-700, and IS-800 certifications within three (3) months of assignment
- 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 comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory.
- Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.
- 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 construction and maintenance. Ability to read construction plans
- Knowledge of State and County law, standards and regulations for public works.
- Knowledge of effective management techniques; ability to plan, direct and supervise, while maintaining effective working relationships with employees and the public.
- Knowledge of budget procedures.
- Knowledge and ability to effectively administer policies, procedures, and practices.
- Knowledge of computers and relevant software.

- 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.
- 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 heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. 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 exposed to fumes or airborne particles, vibration, and outdoor weather conditions. Work may require performing tasks in and around heavy traffic.

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.