



Assistant County Engineer

Department: Road & Bridge
Classification: Full-Time
Starting Pay: \$83,544.34
EEOC Category: Professional

FLSA: Exempt
Emergency Essential: Yes
Emergency Phase Level: 2

SUMMARY OF POSITION

Assists the County Engineer in the planning, management and supervision of various County departments that are under the direction of the County Engineer, including Road & Bridge, Development Services, and Fleet Maintenance. Engineering responsibilities include long term planning, design, construction and maintenance of County infrastructure and storm water management facilities.

ORGANIZATIONAL RELATIONSHIPS

- Reports to: County Engineer
- Directs: Road & Bridge, Development Services and Fleet Maintenance staff as directed by the County Engineer
- Has frequent contact with other County officials, department heads and employees; other governmental agencies; and the general public in relation to his/her duties.

ESSENTIAL DUTIES: EXAMPLES OF WORK

- Hydrological and hydraulic analysis of drainage systems, with the goal of flood mitigation, while preserving natural ecologic features and improving water quality that is discharged into surrounding bays.
- Review proposed plats and construction plans for private development projects in the county to ensure compliance with county regulations.
- Coordinates with other local political entities for the planning and implementation of storm water management programs and projects.
- Directs, organizes, and coordinates the construction and maintenance activities of the county road and bridge department and Capital Improvement Projects.
- Travels regularly to work sites and inspect work being performed to ensure high quality.
- Receives and investigates citizen complaints regarding road and drainage issues
- Commit's self to provide excellent customer service and demonstrate commitment through cooperative team and individual effort, including providing coverage, if assigned, during temporary absences by performing delegated duties sufficient to maintain normal operations continuity.
- Performs other job-related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Education, Experience, and Training:

- Bachelor's degree in Civil Engineering, or other engineering field with work history in roads, drainage and construction.
- Minimum five (5) years' experience in engineering design, construction or project management.
- Texas Professional Engineer license or the ability to receive license within 6 months of hire.
- Minimum three (3) years of successful management experience

Knowledge, Skills & Abilities:

Knowledge:

- Working knowledge of engineering software, including HEC-HMS, HEC-RAS and Civil 3D
- Knowledge of the methods, practices, equipment, and materials used in the construction and maintenance of roadways, bridges, and drainage system; managerial, supervisory, procedures, and techniques; and the safe operation of the equipment used and of the provisions of the Texas Motor Vehicle Code relating to operation of heavy motorized equipment.



Assistant County Engineer

- Skill/Ability to: plan and direct, in an effective manner, the varied activities of a large group of employees; prepare concise and accurate reports; read and interpret construction plans; calculate material quantities and application rates; establish and maintain effective working relationships with county officials, representatives of local, state, and federal agencies, department employees and the general public; supervise and motivate employees; operate and train others to operate heavy motorized equipment safely and effectively; demonstrate proficiency in both oral and written communication; work independently; tolerate outside working conditions, including exposure to adverse weather conditions; and maintain Texas driver's license applicable to job responsibilities and good driving record
- Computer equipment usage including word processing, presentations, spreadsheets, databases, maps, records, graphics, project scheduling and management, and other related engineering applications.
- Business letter writing, grammar and punctuation, and report preparation.

Licenses, Registrations, Certifications, or Special Requirements:

- Valid Texas Driver's License
- Texas Professional Engineer license or the ability to receive license within 6 months of hire.

PHYSICAL DEMANDS AND WORK ENVIROMENT

- Physical requirements include the ability to lift/carry up to 50 pounds, visual acuity, mental effort, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate a computer and viewing screens for long periods. Subject to standing, sitting, walking, climbing stairs, bending, stooping, squatting, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, driving, repetitive motion, talking, and client/customer contact to perform the essential functions. Subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation, parts, tools, or machinery. Must be mobile enough to conduct geological site reviews and inspect systems with a high degree of visual acuity and foot control. Will require the use of personal protective equipment such as steel-toed boots, masks, goggles, and gloves. Requires fieldwork, and exposure to traffic, public work development sites, construction site hazards, climbing and walking, and traveling over rough, uneven, mud, rocky, high grass terrain, and indoors/outdoors in all types of weather (excessive heat and cold).