

KENDALL COUNTY CLASS SPECIFICATION

ASSISTANT COUNTY ENGINEER

Department: County Engineer

Report to: County Engineer

Date Approved:

FLSA: Exempt

Work Status: Full time

EEO Category: Professional

GENERAL SUMMARY

Under supervision of the County Engineer, the purpose of the position is to provide technical and engineering support to the Commissioners Court and County Departments. Employees in this classification are responsible for preparing or obtaining necessary plans, drawings and specifications for construction or repair of County roads, drainage facilities and other county projects; reviewing construction plans for subdivision infrastructure; inspecting on-going and completed projects; and preparing or confirming budget and construction cost estimates.

ESSENTIAL FUNCTIONS

Provide engineering services for county construction projects; overseeing regulation of subdivision platting, including review and processing of plats; ensuring compliance with County Development Rules and Regulations, construction standards and related county orders, including orders concerning on-site sewage disposal systems and other waste handling and disposal systems; ensure compliance with federal law and regulations concerning flood way and flood plain management; and supervision of personnel responsible for 911/rural addressing, GIS mapping, and driveway/access permits.

Provide engineering support to Road and Bridge Department, including preparing drawings and specifications for construction or repair of County roads and drainage facilities.

Develop and review engineering related documents, correspondence and reports.

Perform engineering design work such as development of layouts, sketches, plans, specifications, and cost estimates for county projects.

Sign and seal engineered project plans.

Oversee administration of County Development Rules and Regulations, including receiving, reviewing and processing applications for relief from platting requirements, and plat submittals.

Inspect road, drainage and other infrastructure construction projects in subdivisions to ensure compliance with Kendall County Development Rules and Regulations and approved plans and specifications.

Upon satisfactory completion of road, drainage and other infrastructure construction projects, recommend to the Commissioners Court the acceptance and/or approval of such improvements and release of any financial guarantee as applicable.

Oversee administration of applications for access to county roads for driveways and subdivision streets, including review and processing of applications and inspection of driveways and intersections to ensure compliance with permit terms and County orders and regulations.

Supervise assigned personnel in inspection of county roads and drainage areas to ensure public safety and compliance with applicable law, county orders and regulations, including removal of unauthorized structures, encroachments and illegal signs.

Cooperate with law enforcement agencies and prosecutors in legal proceedings to enforce applicable law, county orders and regulations.

Review plans, designs and drawings of roads, bridges, drainage and other projects prepared by other engineers for county projects and/or improvements related to subdivisions or projects by other governmental entities.

Oversee inspection of construction projects under the jurisdiction of the county and develop plans and ensure provision of safe and efficient traffic control on affected roads.

Monitor, review and update as appropriate changes to plans, manuals and/or technical publications.

Maintain current knowledge of innovations, modifications and amendments to laws, regulations, policies and procedures affecting transportation, drainage, environmental and ADA design requirements.

Review and revise schematics, PS&E, project designs, shop drawings and field changes for traffic control devices, signs, markings, and detours related to county projects.

Review and evaluate construction cost estimates submitted by developers for construction of infrastructure construction in approved subdivisions, review posted financial guarantees for compliance with applicable laws and county orders and regulations; and administer the financial guarantee program.

Oversee administration of county orders and procedures concerning on-site sewage disposal systems, including investigating instances of failed systems or other matters that could adversely affect the health, safety or welfare of County residents and others.

Receive, review and approve or reject plans to ensure compliance with the Americans with Disabilities Act Amendments Act (ADAAA), Occupational Safety and Health Act (OSHA) and other federal and state laws and regulations.

Respond to citizen inquires and complaints and assist other county officers and employees in addressing such complaints.

Prepare and present required reports and other necessary documents.

Receive and respond to incoming correspondence and initiate outgoing correspondence.

Prepare cost estimates for County projects.

In coordination with the General Counsel and County Auditor, prepare documents as required to comply with State law concerning purchasing of services, including bid documents, requests for qualifications, requests for proposals and contracts.

Prepare and submit grant applications.

Travel to job locations to conduct inspections.

OTHER DUTIES/RESPONSIBILITIES

Attend meetings of the Commissioners Court and report to Commissioners Court periodically as directed.

Serve on special committees and attend special meetings as directed by Commissioners Court.

Attend local and out of town meetings, seminars and training sessions as required to maintain professional license.

Submit assignments to County Surveyor; receive invoices for surveyor services and prepare and process requests for payment to the County Auditor's office.

Supervise assigned personnel in accordance with County policies and procedures and applicable law and regulations, including reviewing and planning the work of others; monitoring work standards; coordinating operations; allocating personnel; and recommending employee hiring, transfers, promotions, and salary increases; reviewing personnel complaints and taking appropriate action; taking disciplinary action as appropriate including counseling, evaluation, and dismissal.

Direct administrative and business operation activities including compliance with human resources requirements, staff completion of required training programs, and work place safety provisions.

Supervise and manage operation of the solid waste collection station and the brush site, including supervision of personnel assigned to those departments.

Prepare, present, and monitor budgets for County Engineer, Development Management, Brush Site, Solid Waste Collection, and GIS Departments including inventory oversight, preparation and submission of purchase orders, budget adjustments, and related matters for purchase of goods and services.

Comply with all requirements of the Texas Public Information Act for the department.

Perform other duties as may be assigned by Commissioners Court.

EXPERIENCE AND TRAINING

Bachelor of Science Degree in Civil Engineering; supplemented by 5 years of experience with increasing responsibility in the fields of road design and construction, hydraulics and hydrology, preparation of project plans and specifications, calculation of construction cost estimates, project letting, contract review and preparation, construction and inspection methods for transportation, drainage and other construction projects; 3 years of increasing responsibility as a manager with administrative, supervisory and budgetary responsibilities.

LICENSES AND CERTIFICATIONS

Possess and maintain a valid certificate of registration as a Professional Engineer in the State of Texas.

Possess and maintain a valid Texas driver's license.

Possess or obtain within 6 months of employment a Designated Representative License issued by the Texas Commission on Environmental Quality.

Possess or obtain within 6 months of employment Floodplain Manager Certification.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Engineering principles related to road, bridge, and drainage planning, design and construction; general knowledge of county government operations; considerable knowledge of design and construction procedures and techniques, considerable knowledge of safety standards and practices; knowledge of sound fiscal planning and implementation procedures and management and supervisory techniques.
- Modern office procedures and computer equipment and functions.
- Correct English usage and grammar.

Ability to:

- Plan, design and oversee construction of road, drainage and other construction projects.
- Read, understand, interpret and apply information contained in various advisory and design data and information sources in the engineering field, including construction project design documents, plans, specifications, and drawings.
- Manage the department and supervise assigned staff in a professional manner in the accomplishment of assigned duties.

- Analyze major issues requiring complex planning for interrelated activities that may involve more than one department.
- Exercise judgment, decisiveness, and creativity required in uncertain, highly stressful situations.
- Understand and correctly exchange information with others when giving and receiving assignments and instructions.
- Provide guidance and assistance to others on correct application of engineering procedures and standards to specific situations.
- Communicate in person, by telephone, and electronically, and interact in a courteous, respectful and effective manner with the general public, elected and appointed officials of the County and other organizations, and other County personnel.
- Communicate verbally and in writing so as to allow comprehension by others.
- Understand and exchange information with supervisors, subordinates and co-workers when giving and receiving assignments and instructions.
- Lift frequently 10-20 pounds and occasionally 20-50 pounds.
- Perform light physical and intellectually stressful work in an office environment in a mainly sedentary position.
- Safely operate motor vehicles and travel locally and out of town.
- Operate modern office equipment, including computer, copier, and facsimile machine in an effective and professional manner, including internet acquisition, electronic communication. Must be familiar and able to use Microsoft Office word, excel and powerpoint. Must be familiar with and able to use engineering software such as ArcGIS or Global Mapper, Autocad or Microstation, HEC-RAS, HY-8, HEC-HMS, Win TR-55.
- Follow safe work practices including workplace safety policies and procedures.
- Walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, and bend repeatedly.

Equal Opportunity

Kendall County will not discriminate on the basis of race, color, religion, national origin, sex, including lesbian, gay, bi-sexual or transgender status, age, genetic information, pregnancy, veteran status, disability, or any other condition or status protected by law in hiring, promotion, demotion, raises, termination, training, discipline, use of employee facilities or programs, or any other benefit, condition, or privilege of employment except where required by state or federal law or where a bona fide occupational qualification (BFOQ) exists. Employees who need an accommodation as a result of a condition or

status protected by law should advise their Elected Official, Appointed Official, Department Head, or the Human Resources Department.

****Please submit your resume directly to the Kendall County Engineer at***

Me.schulle@co.kendall.tx.us

Visit our website at co.kendall.tx.us