McLennan County

Job Title:	Assistant County Engineer	**FLSA Status:**	Exempt
Department:	Engineering Department	**Opening Date:**	
Position Number:	**568**	**Closing Date:**	
Vacancy Number:	**106358**	**Compensation Range:**	**$2,657.17 - $4,218.96 biweekly**

JOB DESCRIPTION

POSITION SUMMARY:

Under general supervision, the Assistant County Engineer directs the preparation of designs and specifications necessary for preparing plans and estimates for engineering projects. This position exercises considerable independent judgment in directing projects by resolving engineering problems and methods used to address these issues with minimal direction. The Assistant County Engineer specializes in a discipline of civil engineering such as the geometrics of highway design, roadway design, structures, stream control, site work, etc., or may serve as a generalist.

ESSENTIAL JOB FUNCTIONS:

- Assists the County Engineer in administration of the County's flood plain, subdivision, and utility ordinances
- Interacts daily with the general public in person, on phone, and via email in resolving issues such as drainage, right-of-way, roadway, County regulations etc
- Supervises and inspects County road, bridge, and building construction projects
- Ensures projects meet all Federal, State, and local design and construction standards and guidelines
- Reviews, prepares, and acquires all regulatory permits and approvals required for project initiation; meets and confers with permitting officials in the field or office as needed
- Performs hydrologic and hydraulic investigations and studies to prepare designs for storm water management and erosion control
- Directs and participates in the preparation of designs, budget estimates and specifications for engineering projects such as roads, bridges, buildings, and other structures; directs and participates in site surveys of projects both in the planning phase and in progress
- Collaborates and participates in the evaluation, preparation, planning and estimating of engineering projects, to ensure that they meet objectives and adhere to specified standards
- Prepares and monitors program scheduling to meet completion commitments and deadlines within the construction season
- Confers with supervisors concerning project progress and recommends changes and modifications in design, specification, estimates, etc., based on field conditions to solve problems in a timely manner
- Prepares and reviews right of way documents and maps for acquisition of right of way
- Assists in the implementation and maintenance of a County GIS system
- Assists the County Engineer in monitoring departmental activities/operations, including: determining priorities, training needs, record keeping procedures and appropriate expenditure control
- Assists in the management of the department by orienting and training new employees, coordinating work duties of personnel, conducting employee meetings, assisting personnel with duties as needed
- Provides feedback to the County Engineer on performance of subordinates and identifies strengths and weaknesses, provides employee development guidance; participates in the hiring selection process
- Reviews all development plats and plans to ensure compliance with County regulations, orders, and policies
- Prepares and maintains 5-year stormwater plan for TCEQ, and oversees annual reporting for all state and federal compliance regulations
- In the absence of County Engineer, directs department activities and represents the department
- Regular attendance and timeliness are required

LIMITATIONS AND DISCLAIMER: The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

EDUCATION:
Required:

- Bachelor's Degree in Civil Engineering or related field
- Licensed Professional Engineer in the State of Texas

SKILLS ~ EXPERIENCE:
Required:

- 5 years' experience in Civil Engineering related to current methods and techniques of civil engineering as applied to the design, construction, and maintenance of highways, bridges and related facilities
- Current and valid Texas driver's license, with a good driving record
- Knowledge of the laws and regulation and requirements relating to the planning and construction of highways, rural roads, bridges and related facilities including permitting, state and federal aid project development and contract administration
- Exceptional skill in establishing and maintaining effective working relationships with County staff, occasionally media personnel, contractors, and the general public
- Requires the ability to read and interpret a variety of professional, engineering, technical and administrative documentation, directions, instructions, methods and procedures
- Exceptional knowledge of land and engineering survey systems, methods and techniques including the ability to read and write legal descriptions
- Ability to learn new methods and techniques of civil engineering design standards, software, construction, and contract administration
- General knowledge of basic hardware and software and uses of a variety of different computer operating systems such as Microsoft Office Work, Excel, Outlook, Arc GIS, and AutoCAD or Carlson
- General knowledge of local government law, property law, HEC-RAS and HEC-HMS
- Possess excellent communication skills in expressing oneself clearly and concisely, both orally and in writing
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals

Preferred:

- Drainage Design Experience specifically with HEC software
- Bridge Design Capabilities specifically with TxDOT Bridge software
- Certified Floodplain Manager (CFM) credentialed
- Land Survey experience
- Real Estate acquisition experience

DISCLAIMER: McLennan County will conduct background checks on new hires that will include a criminal background check related to convictions and deferred adjudications in the past seven years and may include credit reports, motor vehicle records, employment records, and educational attainment. A conviction or deferred adjudication is not an automatic bar to employment. Each case is considered individually.

All Employees

- Must be *committed* to achieving excellence in assigned duties, always in service of the county and community
- Must have ability to earn and keep the *trust* of fellow employees and the community at large
- Must be *approachable* and ready to help fellow employees and the general public

ENVIRONMENTAL FACTORS: Works both indoors and outdoors. Maybe required to work in adverse weather conditions. Subject to be called if an emergency condition should arise.

PHYSICAL DEMAND REQUIREMENTS:

- Frequent sitting, standing, bending and walking
- Includes a small amount of light-lifting (30-40 lbs.) and carrying up light loads for distances of up to 120 ft.
- Continuous reading and communicating both on the telephone and in person
- Continuous use of the computer and keyboard

HOURS / SPECIAL CONDITIONS: The position schedule is 8 a.m. to 5 p.m., Monday to Friday.