

ASSISTANT COUNTY ENGINEER

DEFINITION OF WORK

Under general direction, the purpose of the position is to provide administrative, technical and professional support to the Engineering & Infrastructure Director (E&ID). Responsibilities include project management for county maintenance, renovation and capital improvement projects; preparation and/or review designs, plans, costs estimates and specifications for assigned projects; and assists in the administration of the County Flood Damage Prevention ordinance. This position will also provide technical guidance to engineering technicians as well as the Department's Public Utilities Division as needed.

EXAMPLES OF WORK

Provides project management for County maintenance, renovation and capital improvement projects; prepares specifications, requests for proposals and cost estimates; secures contractors; plans and schedules project design and construction activities; monitors progress of projects and ensures project deadlines are met; inspects work of project to ensure adherence to specifications, design, approved materials, etc.; identifies and works with contractors to resolve problems; approves contractor pay requests or corrects/rejects appropriately; and prepares project related information, summaries and recommendations for the Board of Commissioners. Work involves in developing, estimating and justifying capital improvement projects, outside bid package development and implementation, developing specifications for outside bid packages, reviewing and commenting on plan sheets and specifications from outside designers and contractors, monitoring and inspecting contractor construction and renovation projects, acting as liaison with designers, contractors, local officials and regulatory agencies, and participating in the overall management for the facility. Employee works with architects, engineers, and contractors in planning, renovating and/or constructing facilities. Responsibilities include project management and project planning, while upholding the county's vision and values. At the direction of the E&ID, plans, coordinates and oversees the implementation of designated major construction, and serves as the primary liaison in presenting reports and recommendations to county management and the Board of Commissioners. Ensures conformance with contract plans and specifications by contracted firms; provides technical engineering support to other County departments upon request; maintains project files including plans, contract documents, records of changes and field notes; assists in the responsibilities of the Department to ensure that existing facilities are in compliance with current ADA Standards; coordinates activities of assigned projects with review plans for consulting engineers, architects and private contractors; manages development of plans, maps specifications, plats, diagrams, and other contract documents for a variety of construction projects; prepares engineering designs, drawings and specifications for in-house repair, renovation and maintenance projects; assist in administering and enforcing the County Flood Damage Prevention ordinance; interprets and explains ordinance provisions to contractors, property owners, and the general public; and reviews, checks and approves calculations and engineering design work prepared by others for compliance with the County water shed ordinance, industrial park covenants and project requirements. Work also involves: preparing maps, drawings and cost estimates for proposed water and sanitary sewer extensions and building projects; providing information to citizens regarding County engineering programs, services, applicable ordinances, etc.; referring callers/visitors to other departments and/or staff as appropriate; assisting in the construction/upgrade inspection of assigned projects; and conferring with the applicable functional department processes and approve project change orders. Position prepares progress reports on projects under construction or on systems being

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upgraded; prepares and sends out RFP's, both formal and informal, on a variety of assigned complex and highly visible projects, to the applicable firms, evaluates proposals, interviews and recommends consultants, reviews plans, checks construction/upgrade specifications, conducts pre-bid meetings and prepare staff reports for the Board of Commissioners to award the project; conducts pre-construction/pre-upgrade/operations review meetings and manages the project through completion; reviews plans related to assigned projects for conformance with regulations and project specifications; coordinates with various public utilities, county departments, county attorney, other governmental agencies and other organizations; assist in preparation and monitoring of designated special project budgets and of project scoping for multi-year capital plans; and performs related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Bachelor's degree in civil engineering; supplemented by four (4) years of engineering experience and/or training that includes performing construction project management; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Work requires considerable knowledge of: the methods, procedures and policies of Cumberland County as such pertains to the performance of the essential duties; principles and practices of engineering and project management work; terminology and related professional languages used within the department as such pertains to work responsibilities; and the laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position. Work requires a working knowledge of the organization of the department, and of related departments and agencies. Employee must clearly understand the occupational hazards and safety precautions required to perform the essential functions of the work; and have the ability to establish and maintain cooperative and effective relationships with intra- and interdepartmental personnel, as well as any external entities with which position interacts.

SPECIAL REQUIREMENTS

Work requires licensure by the North Carolina Board of Examiners for Engineers and Surveyors as a Professional Engineer. Management prefers experience in facilities and/or construction management where capital improvements projects, engineering and renovations have been demonstrated. Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Work is primarily performed in a normal office setting; however, employee is expected to visit work sites while work is in progress and upon completion. Work requires the ability to perform coordinated movements needed to operate office equipment, motor vehicles, and drafting instruments. Some tasks require the ability to perceive and discriminate colors or shades of

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colors; and to perceive and discriminate textures. Some tasks require visual perception and discrimination. Some tasks require oral communications ability. Some tasks may risk exposure to dust, weather conditions, and noise.

PHYSICAL REQUIREMENTS

Tasks involve the ability to exert moderate physical effort in light work, typically involving some combination of stopping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Some task may risk exposure to dust, weather conditions and noise.

Cumberland County
August 2016