

## UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: COUNTY ENGINEER / DIRECTOR - PUBLIC WORKS & COMMUNITY DEVELOPMENT  
CLASS CODE: 1004  
FLSA STATUS: EXEMPT  
SUPERVISORY STATUS: SUPERVISOR  
EFFECTIVE DATE: 1/8/2013 (REVISED 6/14/2008 VERSION)  
DEPARTMENT: PUBLIC WORKS

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### **JOB SUMMARY**

Under broad policy guidance and direction of the County Commission, supervises, plans, coordinates, and directs the activities of Public Works and Community Development. Reviews designs and maps, and signs documents as a licensed engineer.

### **ESSENTIAL FUNCTIONS**

Supervises, plans, coordinates, and directs the work of the Public Works and Community Development Department. Makes staffing decisions within the department including hiring, training, performance evaluation, scheduling of work load, and retention of division heads and other personnel. Compiles, maintains, and reviews reports, daily work records, time cards, payroll information, work specifications, and appropriate personnel documentation within the department.

Supervises and correlates departmental activities within the department, and with other County departments, volunteer groups, the public, and outside agencies including serving on committees and establishing departmental and County-wide policies and procedures.

Oversees and is responsible for the preparation of the departmental budget, establishes departmental policies and procedures, and monitors and approves departmental purchase orders and expenditures. Makes maintenance and purchasing decisions for equipment, tools, and supplies within the department.

Oversees the maintenance of all County facilities and equipment and Public Works vehicles and equipment.

Oversees all County engineering projects including developing short and long range plans for construction and maintenance of buildings, roads, parks, flood control facilities, and related programs. Responds to questions and complaints from the public and other sources concerning Public Works activities.

Administers the County Master Plan and advises the County Commission on all engineering matters.

Monitors construction and maintenance activities and provides engineering guidance for design, construction activities, testing, and inspection of large and complex projects.

Approves engineering plans and specifications and determines County engineering standards. Stamps engineering plans and prepared maps with professional engineer seal.

Oversees and participates in special studies and recommendations. Writes professional, technical, and administrative reports and papers.

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Administers bonds for development of private subdivisions and oversees the issuance of excavation, access, and special permits.

Acts as Property Manager for the County.

Maintains contact with professional organizations, the American Public Works Association, and highway organizations at the local, State, and national levels.

Remains current on management techniques, information systems, and modern engineering methods.

Establishes Emergency Operations Plans and Procedures and provides training as needed.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Ability to maintain cooperative working relationships with those contacted in the course of work activities; Skill in word processing and basic computer programs; Knowledge of modern office practices and procedures; Ability to perform basic bookkeeping; Ability to maintain files, records, and reports; Skill in document composition; Ability to coordinate multiple tasks efficiently; Knowledge of principles, practices, and applications of engineering and cost control; Knowledge of contracting procedures and control; Knowledge of pertinent local and State codes, standards, laws, and ordinances; Skill in reading, writing, and advanced math; Ability to communicate technical language effectively verbally and in writing; and Skill in analytical problem solving.

**PHYSICAL DEMANDS**

Typically sit at a desk or table; Regularly walk, stand, or stoop; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 50 pounds; Regularly drive a motor vehicle; and Work for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**WORKING CONDITIONS**

Work is typically performed in an environmentally controlled room.

**EDUCATION AND EXPERIENCE**

Bachelor's degree in civil engineering and five (5) years of work experience performing engineering activities in the public sector and five (5) years of work experience performing engineering activities as a division supervisor or equivalent. Equivalent combinations of education and experience may also be considered.

**LICENSING AND CERTIFICATION**

Incumbent must possess a valid State of Utah Professional Engineer's License. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.