

**CIVIL ENGINEER I**  
**781**

**DEPARTMENT:** Development Management/Building Safety & Permits

**DEFINITION OF WORK:**

This is advanced professional engineering and management work in an assigned department.

Work involves responsibility for performing highly varied and complex duties in the planning, design, improvement, and inspection of public works and utility facilities. Work includes responsibility for coordinating the work and projects of a technically difficult engineering area and the supervision of technical and professional personnel. Work is performed under the supervision of a department manager or division head and is reviewed through conferences, reports, and analyses of results obtained.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Coordinates, directs, and participates in highly technical and complex engineering areas such as erosion and sediment control, solid waste management, construction and development administration, water works maintenance, water source development, wastewater transmission, environmental protection, sanitation, hydrology, hydraulics and the like.

Reviews and revises complex construction plans, site and subdivision plans, water and sewer plans, and rezoning plans for compliance with standards, codes and ordinances and for adherence to acceptable engineering principles.

Manages complex construction projects including administration of substantial funds and numerous subcontractors, from design to bid award to completion.

Performs highly specialized inspections of complex structures and county and/or JCSA projects.

Supervises and evaluates the work of assigned technical personnel.

Plans, supervises, and reviews the engineering, inspection, and materials testing functions associated with assigned projects.

Coordinates the work of consulting engineers, county departments, and governmental agencies affected by or assigned to the designated project.

Responsible for administration of street sign and streetlight programs.

Prepares grant applications, budgets, records, and reports related to assigned projects.

Conducts field and office conferences with developers, contractors, engineers, homeowner's group, citizens, and County personnel regarding problems or deviations from approved plans and specifications and advises correct actions.

Responsible for setting surety amounts for land disturbing permits and new subdivision improvements and ensuring completion of improvements in accordance with appropriate plans, standards, and specifications prior to release of surety.

Responsible for the design and preparation of construction drawings and specifications for County engineering projects such as stormwater management structures, road and sidewalk projects, or for completion of subdivision improvements resulting from developer default on surety-guaranteed projects.

Promotes and ensures proper employee training and compliance with County safety program and departmental safety procedures; ensures that all equipment, materials, and work conditions are adequately maintained to prevent accidents.

Performs related work as required.

**JOB LOCATION AND EQUIPMENT OPERATED:**

Duties are primarily performed in an office setting. Operates computer keyboard, surveying equipment, and telephone. Drives County vehicle to construction or other work sites. Requires occasional walking over rough terrain.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of the principles, practices, and methods of civil engineering as applied to planning, location, design, construction, and maintenance of the area or projects of assignment.

Thorough knowledge of the principles, practices, and techniques of engineering drafting.

Thorough knowledge of the principles, practices, and techniques of supervision and management.

Considerable knowledge of land and engineering survey systems, methods, and techniques.

Considerable knowledge of departmental policies, procedures, and technical standards.

Ability to coordinate the work of project personnel.

Ability to plan and design complex public works and utility facilities.

Ability to manage complex public engineering projects.

Ability to establish and maintain effective working relationships with county officials, employees, contractors, and the public.

Ability to communicate effectively, both orally and in writing.

Ability to prepare complex technical reports.

Ability to plan and supervise the work of others.

**MINIMUM QUALIFICATIONS:**

Possession of a Bachelor's Degree in Civil Engineering or related field, and five years of professional experience, including two years of supervisory and/or project management experience; registration as a Professional Engineer is required, or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.