

THE COLBERT COUNTY COMMISSION WILL BE ACCEPTING APPLICATIONS FOR THE POSITION OF COUNTY ENGINEER. JOB DESCRIPTIONS AND APPLICATIONS ARE AVAILABLE AT THE ALABAMA CAREER CENTER, 500 SOUTH MONTGOMERY AVENUE, SHEFFIELD, ALABAMA. DEADLINE FOR APPLICATIONS IS MARCH 29, 2019.

COLBERT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

Approved 3/5/19

## Colbert County, Alabama

**Classification Title: County Engineer**

### **PURPOSE OF JOB CLASSIFICATION**

The purpose of this classification is to perform technical, professional, managerial and administrative work functions associated with classification title, County Engineer.

### **ESSENTIAL FUNCTIONS**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

#### **1. County Engineer (CE)**

##### **A. Relationships**

- a. Reports to County Commission.
- b. Subordinate staff includes all road and water department employees.
- c. Contacts include any companies, firms, agencies, officials, or persons necessary to carry out job responsibilities.

##### **B. Job Summary**

- a. Performs highly responsible and diversified professional engineering work in directing two (2) major departments, Road and Water, for the Colbert County Commission. The employee is responsible for planning, managing, and directing all activities of the Colbert County Road Department (CCRD, a unit system) and the Colbert County Rural Water System (CCRW). The employee determines major departmental policies, plans long term programs and makes administrative decisions. The work is performed under the general administrative direction of the County Commission, with technical direction by the State Department of Transportation (ALDOT), the Alabama Department of Environmental Management (ADEM), the Environmental Protection Agency (EPA), and the Federal Emergency Management Agency (FEMA).

##### **C. Job Domains**

- a. **Engineering:** Renders professional engineering and management advice and assistance to professional and supervisory staff in the implementation and execution of public works improvement projects and activities. Directs employees engaged in the design, construction and maintenance, and operation of all 660 miles of county roads and highways, as well as 99 bridges and related drainage structures, and other governmental activities. Directs employees engaged in design, construction and maintenance of the Colbert County Rural Water System, which includes 360 miles of water line, a 5.0 MGD water treatment plant, a 0.1 MGD waste water treatment plant, seven water tanks, multiple pump stations, 4500 customer service

points, SCADA, hydraulic models, pressure reducing stations, and appurtenances. Establishes project design and construction definitions necessary to conform to good engineering practice as related to local, State, and Federal specifications and requirements. Directs the technical administration of all maintenance, rehabilitation, alteration, and new construction accomplished by the County. Serves as County Floodplain Coordinator. Directs subordinates in conducting a variety of engineering surveys, including horizontal, vertical, topographical, construction surveys, and plats. Inspects roads and bridges for needed repairs and hazardous conditions. Prioritizes repairs and maintenance activities to ensure quality control of work in progress. Oversees and directs the preparation of construction plans for Federal, State, and County funded projects. Oversees and directs the preparation of cost estimates for grant applications.

- b. **Financial Management and Cost Accounting:** Prepares annual budgets for the CCRD and the CCRW. Coordinates procurement for departmental equipment and all departmental expenditures. Certifies payment to contractors. Assigns purchase orders to applicable appropriation of fiscal budget. Reviews and approves accounts from vendors.
- c. **Administration:** Administers annual budget within the departments. Provides the County Commission monthly reports outlining past activities with current and projected policy and program guidance. Prepares contract bid documents and cost estimates for bidding by contractors and/or vendors. Administers contracts with construction firms, ensures satisfactory completion of work and approves final quantities and costs. Writes specifications for materials, equipment, and supplies. Maintains accurate files and records. Interprets and enforces applicable laws, regulations, and policies (e.g. subdivision regulations, floodplain regulations, water system policy, personnel policy, etc.). Represents the County in accident lawsuit defense cases; collects accident data and analyzes events.
- d. **Planning:** Ensures compliance with all applicable Federal, State, and local laws. Develops definitive plans and priorities for annual work program. Serves as the County representative regarding future construction to other governmental agencies. Maintains close contact with local, State, and Federal officials throughout development and construction of projects.
- e. **Supervision:** Assigns and coordinates work of CCRD and CCRW employees. Initiates promotions, pay increases, disciplinary actions, or termination as necessary. Interviews and selects employees. Conducts inspections of County roads, water system, and shop projects. Enforces the personnel policies and procedures of the County as relates to the CCRD and CCRW.
- f. **Consulting:** Hears group grievances and public complaints not resolved at lower levels. Advises County Commission and other local officials from an engineering viewpoint. Represents the County Commission at meetings

and conferences (National, State, and local). Serves as County representative in meetings with various other departments and boards.

**D. Qualifications**

- a. **Education and Registration:** Prospective applicants must be registered as a Professional Engineer by the Alabama State Board of Engineers and Land Surveyors and must be a graduate of an accredited college or university with a Bachelor of Science Degree in Civil Engineering.
- b. **Experience:** Prospective applicants must have a minimum of ten (10) years' experience in the maintenance and construction of roads, bridges, and water systems.
- c. **Travel and Work Hours:** Prospective applicants must be willing to travel and work non-standard hours to attend County, State, Regional, and National meetings, conferences, and seminars as required. Prospective applicants must also be willing to work overtime, non-standard hours, or weekends in emergency situations. This position is a salary position and no extra compensation will be paid for non-standard or overtime hours.
- d. **Other Qualifications:** Prospective applicants must have: a substantial knowledge of the modern principles, practices, and materials of civil engineering as applied to the design, construction, operation and maintenance of roads, bridges, and water systems. A working knowledge of budgeting, administration, and accounting principles. Verbal communication skills to explain County activities to the public, speak to varied civic groups and explain detailed technical instructions to subordinates. Math skills to solve complex engineering and surveying design problems. Writing skills to prepare engineering and technical reports. Reading skills to interpret letters, memos, plans, specifications, and other contract and legal documents encountered on the job. The ability to organize, direct, and coordinate the activities of major governmental departments. The ability to develop long term plans and programs and to make sound decisions on matters of major policy and on complex administrative problems. A valid Alabama driver's license. Must be a resident of Colbert County or be willing to relocate within six months of being hired by the County.
- e. **Salary:** Starting salary will be based on qualifications and experience.