

BALDWIN COUNTY
invites applications for the position of:

County Engineer - Baldwin County Commission

SALARY: \$225,000.00 Annually
OPENING DATE: 04/26/23
CLOSING DATE: 05/10/23 11:59 PM



All applicants are requested to attach a resume, cover letter, and salary requirements upon applying for this position.

Baldwin County, Alabama is currently accepting applications for a County Engineer position.

Baldwin County is governed by a four-member County Commission elected at-large every four years. The County Engineer position is an appointed position reporting to the Baldwin County Commission through a four-year employment contract that runs concurrent with the County Commission election cycle, subject to applicable state law. The current Commission runs from November 2022 through November 2026. Employment interviews will be held in a public forum in accordance to Section 36-25A-2 of the Code of Alabama (1975), known as the Alabama Open Meetings Act, and any final salary offers will be based upon ability and experience.

The County Engineer serves at the exclusive pleasure of the Baldwin County Commission as an Appointed Contract employee and is responsible for carrying out directions and objectives of the Baldwin County Commission. This position performs highly responsible and diversified professional engineering work in directing a major department of County government and is responsible for planning and directing the activities of bridge construction and maintenance and technical engineering aspects of the County highway activities. The County Engineer determines and recommends major departmental policies, plans long-term programs, and makes administrative decisions relative to construction, maintenance, and engineering activities. This position also oversees and directs Planning and Zoning, Building Inspections, Animal Shelter, Parks, Baldwin Regional Area Transit System, Emergency Management Agency, and Solid Waste Departments, and coordinates with the County Commission, the County Administrator, and the Department Heads. The successful candidate must have a high level of integrity, professionalism, and strong leadership.

Baldwin County, Alabama, is a coastal county located on the northern Gulf Coast between Mobile, Alabama, and Pensacola, Florida. The 2021 estimated population is approximately 239,000. The County has abundant and diverse natural resources from the white sandy beaches on the coast, bay breezes along Perdido Bay, sunset views along Mobile Bay, rolling fields in Central Baldwin, and many rivers and creeks filled with wildlife in north Baldwin County. With a positive economic climate, coupled with a superior quality of life, Baldwin County is one of the best places to live along the Gulf Coast.

This position requires driving as an essential function of the position. For Baldwin County driving requirements, please see the following link: [Driver Qualifications](#). Successful applicants must be at least 20 years old, insurable by the County's insurance carrier, pass a criminal and motor vehicle background check and will be subject to a pre-employment drug test and physical.

ESSENTIAL JOB FUNCTIONS:

Consulting

1. Hears group grievances and serious public complaints not resolved at lower levels.
2. Advises County Commission and other local officials from engineering viewpoint.
3. Represents the County Commission at local and state meetings and conferences.
4. Serves as County representative in meetings with various other departments and boards.
5. Serves as an advisor to the County Planning Commission when requested.
6. Provides long range plans as related to the areas of responsibility of the overall Highway Department.

Planning

1. Assigns, coordinates, and reviews work accomplished by subordinates.
2. Develops definitive plans and priorities for annual work program.
3. Serves as County representative regarding future construction to other governmental agencies.
4. Acts as liaison with local, state, and federal officials throughout development and construction of projects.

Administration

1. Organizes work to conform to needs and priorities.
2. Reviews work of County maintenance crews as required as well as work performed.
3. Administers annual budget funding programs.
4. Provides County Commission policy and program guidance.
5. Prepares contract bid documents and cost estimates for bidding to contractors.
6. Administers contracts with construction firms and ensures satisfactory completion of work and approves final quantities and costs.

Engineering

1. Renders independent professional engineering advice/assistance to professional and supervisory staff in implementation/execution of highway improvement projects and activities.
2. Directs professional, sub-professional and other employees engaged in design, construction and maintenance of county maintained public roads, highways, bridges and related drainage structures and other governmental activities.
3. Establishes project design/construction standards necessary to conform to good engineering practice as related to local, state, and federal specifications and requirements.
4. Oversees maintenance, rehabilitation, alteration, and new construction accomplished by Baldwin County as necessary.
5. Directs subordinates in conducting a variety of engineering and land surveys, including horizontal, vertical, topographical, construction and property boundary surveys and plats.
6. Recommends new construction projects to the County Commission.
7. Directs preparation of budget and project review documents.
8. Coordinates procurement of equipment for County.
9. Coordinates payment to contractors for work completed and approved for payment.

Supervision and Office Management

1. Provides supervision and administrative support services to subordinate staff and employees, including, without limitation, assigned appointed and merit department heads and appointed contract employees.
2. Prepares performance plans for and evaluates the performance of assigned appointed and merit department heads and appointed contract employees.
3. Reviews goals, responsibilities, and staffing levels of assigned departments and makes recommendations to the Baldwin County Commission.

EDUCATION AND EXPERIENCE:

1. Communication skills to meet and explain County activities to the public and varied civic groups and explain in detail technical ingredients to subordinates.

2. Skills to interpret and solve complex engineering formulas.
3. Skills to compile comprehensive reports and present, in a clear and concise manner, information required in technical and general correspondence to others.
4. Skills to interpret letters, memos, plans, specifications and other contract and legal documents encountered on the job.
5. Substantial knowledge of the modern principles and practices of administration as applied to the design, construction, operation and maintenance of road and bridge systems, traffic control systems and other functions within the realm of civil engineering.
6. Substantial knowledge of the principles and practices of civil engineering as applied to the design, construction, and maintenance of roads and drainage, and of the materials, methods, and techniques of traffic control.
7. Ability to organize, direct and coordinate the activities of units of a major department.
8. Ability to develop long-term plans and solve complex administrative problems.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Registration of professional engineer by the state board of examiners.
2. Minimum of a B.S. in Civil Engineering.
3. Minimum of three (3) years' experience in highway design and construction.
4. Willing to travel to attend state, regional and national meetings, conferences and seminars as required.
5. Willing to work non-standard hours, or weekends, to clear and repair damages to facilities in inclement weather or complete other complex work in a timely manner.
6. Valid driver's license and be insurable by the County's insurance standards.

Baldwin County Commission and Baldwin County Sheriff's Office does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, disability, citizenship, or veteran status in employment. It is the intent of the Baldwin County Commission and Baldwin County Sheriff's Office to guarantee equal opportunity to allow disabled employees a bias-free work environment. Baldwin County Commission and Baldwin County Sheriff's Office, upon request, will provide reasonable accommodation in compliance with the ADA. Recruitment and selection processes will grant equal opportunity for employment to qualified applicants and will not discriminate on the basis of disability. Reasonable accommodation will be provided upon request during the application, testing, and interview process.

To apply, please visit the following link: <https://www.governmentjobs.com/careers/baldwincountyal>