



Shelby County

## Chief Civil Engineer - Highway Department

<b>SALARY</b>	\$48.44 - \$72.66 Hourly \$3,875.20 - \$5,812.80 Biweekly \$100,755.20 - \$151,132.80 Annually	<b>LOCATION</b>	Columbiana, AL
<b>JOB TYPE</b>	Full Time Classified	<b>JOB NUMBER</b>	2020-00368
<b>DEPARTMENT</b>	HIGHWAY	<b>OPENING DATE</b>	07/26/2023
<b>CLOSING DATE</b>	<del>08/01/23</del> 4:30 PM Central 09/22/23		

### Job Summary

Work involves planning, coordinating, and administering the personnel and operational activities of a specific area within one of the Highway Department's Engineering Sections to assure proper planning, design, construction, maintenance, inspection, and management of Highway Department assets. These assets include buildings, facilities, shops, roads, bridges, culverts, land, rights-of-way maps and deeds, easements, vehicles, heavy construction equipment, shop equipment, fuels and lubricants, tools, parts, plans, aerial photographs, records, supplies, and improvements and appurtenances to the County Inventory of Roads. Each Chief Engineer will have budget responsibilities within their areas of Highway Department operations.

The Highway Department, through the County Engineer and its Chief Engineers are responsible for millions of dollars of public roads, bridges, buildings, equipment, and other assets. Decisions made by the Chief Engineers affect the annual maintenance costs, life spans, replacement costs, public trust and opinions, and most importantly, public safety. Great care must be exercised when making decisions about these assets. They must have extensive knowledge and experience in their areas of expertise. They must be capable of handling difficult situations that occur unexpectedly without hesitation, particularly where public trust, convenience, and safety are concerned.

Chief Engineers will lead their respective Sections on a daily basis with only Policy level guidance. They will be in Responsible Charge of each of the following areas of Highway Department Operations:

- **Design, Bridge Inspection, and Overweight Permitting**
- **Federal Aid Projects, Infrastructure Management, Traffic Signals, and Utility Permitting**
- **Land Development, Access Permits, and Floodplain Management**
- **Road Construction & Maintenance, Motor Vehicles & Heavy Equipment Repair and Maintenance, and Shop Facility Operations**

Chief Engineers perform numerous daily functions, as necessary, for their respective Sections. Due to the vast domain of their jobs and the unlimited circumstances that they may encounter, the list below provides only examples and cannot be considered comprehensive.

Chief Engineer Duties May Include, But Not Be Limited To the Following:

- Plans and assigns work, reviews and evaluates performance of subordinate professional, technical, field, and clerical personnel engaged in the planning, design, construction, maintenance, inspection, and management of Highway Department projects and assets.

- Receives and address citizen's concerns and complaints. Follow up until the issue has been completely and satisfactorily addressed.
- Assists the public with questions that involve public Highway Department-related assets.
- Reviews work order requests and assigns appropriate personnel to complete the necessary tasks.
- Assigns the appropriate personnel to their daily tasks. Follows up on their progress.
- Determines the staff and equipment necessary to successfully complete construction and maintenance projects.
- Meets with staff as necessary to provide guidance and direction for successful project completion.
- Prepares and manages a budget for projects and operations within their respective areas.
- Interviews and makes hiring recommendations, and performs performance evaluations and disciplinary actions for subordinate personnel.
- Insures the accuracy and technical soundness of work performed by subordinate engineering and field personnel.
- Prepares construction and maintenance schedules for projects and operations within their respective areas.
- Evaluates County-owned vehicles and heavy equipment and recommends replacement schedules.
- Monitors the inspection of residential, commercial, and industrial construction to assure compliance with subdivision regulations, access management requirements, conforms to road, bridge, drainage, grading, and all other civil constructions plans and specifications within their areas.
- Coordinates projects with private engineers, County and State engineers, utility company representatives, and various City/County departments.
- Maintains and administers the Shelby County Subdivision Regulations.
- Maintains and administers the Shelby County Flood Damage Prevention Ordinance. Maintains all FEMA FLOODWAY and FIRM maps.
- Reviews land development plans for compliance with various County regulations, such as the Shelby County Subdivision Regulations, the Flood Damage Prevention Ordinance, the Shelby County Access Permit Resolution, or other similar documents.
- Communicates with consulting engineers to make recommendations for amendments, corrections, or approval of plans to the County Engineer.
- Utilizes standard engineering guidelines to design, analyze, or review various proposals.
- Conducts all NBIS required Bridge Inspections and maintains all records required by ALDOT and FHWA. Works diligently to consistently have the best County Bridge Inspection Program in Alabama.
- In conjunction with the County Engineer, assists in the development of a Scope of Work for complex engineering projects that the County desires to design and build. Scopes may include conceptual designs, topographic surveys, alignments, grading, drainage, erosion control, material handling, structural design of foundations, piers, bridges, culverts, estimates of quantities for material to be excavated or borrowed, pavement buildup designs, asphalt mix designs, or any other aspect of a comprehensive civil engineering construction project.
- Prepares comprehensive cost estimates for the aforementioned construction projects.
- Coordinates preliminary engineering relating to the design of streets, bridges, culverts, storm and sanitary sewers, and various County-owned buildings and facilities.
- Prepares and submits timely Cost Estimates and other documents to ALDOT, FEMA, FHWA, FAA, FTA, or other State or Federal agencies to seek payment for appropriate projects.
- Directs and manages consultants in the development of designs and preparation of plans, specifications, and cost estimates for various complex engineering projects.
- Conducts special engineering studies and submits reports and recommendations to the County Engineer. Stays abreast of the current state of the art of engineering principles and practices.
- Maintains membership in and actively participates in a recognized Professional Engineering Society.
- Represents the Shelby County Commission and/or the Shelby County Engineer by serving on various Boards where ours interest is served.
- Maintains the Continuing Education hours required by the Alabama Board of Licensure for Professional Engineers and Land Surveyors necessary to maintain licensure.
- Helps to promulgate and implement Best Practices to provide a safe work environment for Highway Department employees and the public.
- Acts as the liaison between the Highway Department and other County Departments.
- Assists the County Engineer with preparation and administration of the annual Highway Department Budget as necessary.
- Assists the County Engineer with the evaluation, acquisition, and deployment of new equipment and technology.

- Exhibits the Highest Standards of Professional Engineering Practice to members of the public, members of our Profession, our Staff, and to our Employer.
- Attends various meetings on behalf of the County Engineer.
- Performs all duties in a safe and efficient manner.
- Performs other duties as assigned by supervision.

## Qualifications and Requirements

### MINIMUM REQUIREMENTS

- Bachelor's Degree in Civil Engineering.
- Five years related experience with at least four years in a supervisory capacity.
- Licensed as a Professional Engineer in the State of Alabama.
- Willing to work nonstandard hours and more than 40 hours per week.
- Valid driver's license.

### PREFERRED REQUIREMENTS

- None.

## Physical Demands & Work Environment

### WORKING CONDITIONS

Work is performed in an office environment and outdoors. This position is subject to extreme weather conditions and noise from heavy equipment. Exposure to dust, fumes, chemicals, radiation, contagious disease, hazardous/toxic waste, etc.

### PHYSICAL REQUIREMENTS

Work is generally light in nature and consists of a nominal amount of lifting, climbing, bending, and walking.

## Conditions of Job Offer and Employment

**EXAMINATIONS:** No written or performance examination will be required for this position. Applicants are screened and certified based on an evaluation of their education, training, experience and other requirements as outlined in this Position Announcement and denoted on their Job Application and responses to the Supplemental Questionnaire.

**PRE-EMPLOYMENT/POST OFFER DRUG SCREENING:** Shelby County is committed to providing and maintaining a drug-free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

Shelby County, Alabama is an Equal Opportunity Employer. Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability or any other legally protected status.

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### Agency

Shelby County

### Address

200 West College Street, Room 100

Columbiana, Alabama, 35051

### Phone

(205) 670-6510

### Website

<http://www.shelbyal.com>

## Chief Civil Engineer - Highway Department Supplemental Questionnaire

### \*QUESTION 1

It is important that all applicants read the following very carefully before completing the Online Application and responding to the Supplemental Questions to avoid possible adverse action. Applicants misrepresenting information or falsifying information on this Application in any way will result in disqualification, being barred from applying for jobs in the future and if hired or a current employee you may be subject to disciplinary action, up to and including dismissal from employment. In the questions that follow, applicants are asked to provide information about work history, this information may include things such as dates of employment, names of employers and specific details of the work you performed. The information and answers provided must be true and must be substantiated and verifiable in the Employment History section of this Application. A reference and background investigation will be performed and any information that is false or that you misrepresent will result in the disqualification of this Application and the revocation of any pending job offer. Also, submitting a resume in lieu of completing the employment history and education sections of the Application or failure to provide all of the information requested in the Education, Employment History or Supplemental Questions will result in disqualification of this Application. Be thorough and honest when completing the Application and in answering the Supplemental Questions. A thorough background investigation is conducted on all new hires with an offer pending and before a final hiring decision is made. If any information is found to be misrepresenting, fraudulent or omitted for the purpose of concealing unfavorable information, any pending offer of employment will be withdrawn and the applicant will be disqualified and barred from applying with Shelby County in the future. **CURRENT EMPLOYEES PROMOTING OR TRANSFERRING FROM A NON-DOT POSITION TO A DOT POSITION:** If you are a current Shelby County employee serving in a classified service position which is a non-DOT position and you are selected for promotion to a position that requires a CDL you will be subject to the rules and regulations governing DOT physicals and drug screens. You will be required to submit to a DOT physical and drug screen prior to being granted the promotion. Should you fail the physical, you will remain in your current non-DOT position, unless the physical indicates that you are not fit for your current position. A determination will be made concerning your eligibility to continue employment with Shelby County based on the results of the physical exam. Also, you will be required to submit to a DOT drug screen. If you should fail the drug screen you will be in violation of the Shelby County Drug and Alcohol policy and you will be subject to immediate dismissal. If you are completing this application for someone other than yourself, make sure the applicant is available to review and electronically sign the document before submission. Failure to do so will not change the disqualification rules as stated above. Please check below to indicate that you have read and understand the requirements of completing the Application.

☐ I have read the instructions and disqualification/barred from applying rules above and understand that my application can be disqualified and any offer can be withdrawn or my employment can be terminated if I don't comply and answer the questions on this application correctly and truthfully.

### \*QUESTION 2

Do you currently occupy a classified service position with Shelby County, Alabama?

- ☐ Yes  
☐ No

### QUESTION 3

If you answered yes to the previous question, please list the job title of the classified service position that you currently occupy.

### QUESTION 4



**Only respond to this question if you currently work for Shelby County Commission in a classified service position and answered yes to Question 2. As a current Shelby County Classified Service employee, if an offer of this position would result in a promotion, you understand that you must serve a 30-day promotional probationary period. During this 30-day period you may be demoted for unsatisfactory service and returned to the position held prior to the promotion. If promoted while serving a new hire probationary period you shall serve out the remainder of your six month probationary period, but in no event shall you serve less than a 30-day probationary period for the promotion. The probationary period lasting the longest will supersede. Employees within their six month New Hire Probationary Period are subject to dismissal without any rights of appeal to the board and shall be recognized as employed-at-will during said six month probationary period. Please indicate whether or not you accept these terms by checking the appropriate box below.]**

- ☐ Yes
- ☐ No

**\*QUESTION 5**

**Please check the box that represents the highest level of education achieved to date.**

- ☐ No diploma or degree
- ☐ Occupational Diploma
- ☐ High School Diploma from an accredited high school or G.E.D equivalent through a state certified or accredited program
- ☐ Some College or Technical Training
- ☐ Associates Degree from an accredited college or university
- ☐ Bachelor's Degree from an accredited college or university
- ☐ Master's Degree from an accredited college or university

**\*QUESTION 6**

**From what school, institution or college did you receive your highest level of education?**

**QUESTION 7**

**If you selected an education level higher than high school, please specify your degree or field of study.**

**\*QUESTION 8**

**Please indicate the number of years of work experience you have in engineering. [Your selection must be supported by your responses in the Work Experience section of your online application.]**

- ☐ Less than two years
- ☐ More than two, but less than five years
- ☐ More than five, but less than ten years
- ☐ More than ten years

**\*QUESTION 9**

**Do you possess at least four years of work experience in a supervisory capacity? [Your response must be supported by the information contained in the Work Experience Section of your online application]**

- ☐ Yes
- ☐ No

**\*QUESTION 10**

Please describe your supervisory work experience.

**\*QUESTION 11**

**Are you a Licensed as a Professional Engineer in the State of Alabama?**

- ☐ Yes  
☐ No

**\*QUESTION 12**

**If you answered yes to the previous question, please list your PE License Number and the Issuing State here. If you are not a Licensed Professional Engineer in the State of Alabama, you do not qualify for this position.**

**\*QUESTION 13**

**Do you have a valid Drivers' License? Valid means your driver's license is not currently suspended or revoked.**

- ☐ Yes  
☐ No

**\*QUESTION 14**

**Are you willing to work nonstandard hours and more than 40 hours per week if necessary?**

- ☐ Yes  
☐ No

**\*QUESTION 15**

**Please describe your style of management.**

**\*QUESTION 16**

**Please describe a project that did not go as planned and explain how you identified with issues and developed solutions.**

**\*QUESTION 17**

**Please list any special skills, qualifications, training or certifications you have which would help you contribute to the success of the department.**

**\* Required Question**