

TITLE: Transportation Engineer

ENG/09-434

DEPARTMENT: Engineering Department, Fayette County

JOB SUMMARY: This position is responsible for providing engineering support in the planning, design, implementation, and oversight of county projects, with particular emphasis on transportation.

MAJOR DUTIES:

- o Manages county transportation projects; ensures projects are completed according to scope, schedule and budget.
- o Provides engineering services to support the design, permitting and construction of transportation projects, including: street design, intersection improvements, storm drainage design, grading calculations, determining compliance with safety standards, etc.
- o Runs computer-aided design and drafting (CADD) and GIS computer software, graphic software, hydrology and hydraulic modeling software, GPS data collectors, and basic surveying equipment to support engineering and development functions.
- o Coordinates transportation planning and budgeting activities with local governments, regional organizations (e.g. the Atlanta Regional Commission), and state agencies.
- o Works with the County Road Department on maintaining an asset inventory database for roads, bridges and signs.
- o Drafts internal and external correspondence; represents Fayette County at meetings; responds to data requests.
- o Investigates and resolves transportation and right-of-way related customer service requests.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of Georgia Department of Transportation standards and specifications.
- o Knowledge of civil engineering principles and practices.
- o Knowledge of county development regulations.
- o Knowledge of relevant federal, state, and local laws, including the GDOT Plan Development Process (PDP).

- o Knowledge of computers and job related software programs, including strong working knowledge of Microsoft Word, Excel, Outlook and PowerPoint.
- o Skill in budget preparation and management, and ability to learn/use supporting software programs (e.g., MUNIS and PubWorks).
- o Skill in conveying technical engineering information to non-technical personnel.
- o Skill in reading and interpreting blueprints, plans and technical specifications.
- o Skill in the use of surveying equipment.
- o Skill in preparing technical reports, cost estimates and schedules.
- o Existing knowledge or ability to learn Geographic Information Systems (ESRI ArcGIS) for purpose of conducting data queries and developing maps.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: This position reports to the Director of Engineering but will work closely with Fayette County's Engineering, Road and Public Works Departments.

GUIDELINES: Guidelines include federal, state, regional, and local laws, codes and policies related to transportation, safety, building, and development and technical manuals and policy paper issued by professional organizations and state agencies. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied management, supervisory, and engineering duties. Frequent changes to regulations contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to provide engineering support for county transportation projects. Success in this position contributes to the efficient, timely, and compliant completion of transportation projects within the county.

PERSONAL CONTACTS: Contacts are typically with other county personnel, engineers, surveyors, architects, contractors, developers, elected and appointed officials, environmentalists, homeowners, civic organizations, planners, attorneys, realtors, vendors, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, stooping, or walking.

WORK ENVIRONMENT: The work is typically performed in an office or outdoors. The employee may be exposed to occasional cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- *Education* – Knowledge and level of competency commonly associated with the completion of a bachelor's degree in Civil Engineering or a related course of study.
- *Experience* – Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or several years work experience.

EXEMPT/IWE

- *Computer Skills* – Strong competency in using the Microsoft Office (or equivalent) suite of software, plus working knowledge of CADD and GIS software.
- *Driver's License* – Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- *Professional Certification* – Possession of, or ability to obtain, Engineer-in Training (EIT) or Professional Engineer (PE) certification.
- *Erosion and Sediment Control Certification* – Possession of, or ability to obtain, certification from the Georgia Soil and Water Conservation Commission.