



Engineering Director Engineering

ENG/4-440

JOB SUMMARY

This position is responsible for directing the operations of the Engineering Department, including plan review, right-of-way acquisition and management, project delivery, utility permitting and coordination, construction engineering and inspection, in-house design, surveying, etc.

MAJOR DUTIES

1. Works with other officials to establish department goals, identify needs, and prioritize activities.
2. Hires, trains, assigns, directs, supervises, evaluates, counsels, and disciplines personnel; reviews and/or conducts annual employee evaluations; programs staff training consistent with changing regulations, emerging technologies, and professional licenses.
3. Prepares and monitors annual budgets for the department, including Capital Improvement Program (CIP) and Special Purpose Local Option Sales Tax (SPLOST) projects.
4. Reviews plans, construction plans, surveys, etc. for compliance with applicable standards and regulations.
5. Maintains right-of-way files for Fayette County, oversees acquisition of right-of-way and easements for Public Works projects, and maintains county policy with respect to land acquisition.
6. Serves as a project manager for the delivery of CIP and SPLOST projects; develops project scope, schedule and budget.
7. Establishes standards for placement of utilities within county right-of-way; manages the utility permitting process for Fayette County; serves as primary point of contact for utility coordination (new installations, relocations, etc.).
8. Establishes policies and procedures for the construction of county infrastructure and assets.
9. Assists with the development and delivery of county projects through in-house engineering and surveying support; where appropriate, oversees work by third-party engineers and surveyors.
10. Establishes guidelines and forms for use in estimating and tracking costs for Public Work projects; reviews estimates prepared by others.
11. Prepares and oversees the preparation of bids, requests for quotes, requests for proposals, and other procurement documents; makes recommendations for award of bids and contracts.
12. Drafts correspondences; represent Fayette County at meetings; respond to data requests, complaints, etc.;
13. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of standard management and supervisory practices.
2. Knowledge of applicable local, state and federal guidelines and regulations in the areas associated with civil engineering, including transportation, land development, building construction, etc.
3. Knowledge of engineering practices in the areas of hydrology, hydraulics, transportation/road design, soils, environmental, economics, etc.
4. Knowledge of computers and job-related software programs, including CADD and GIS systems.
5. Knowledge of basic surveying principles.
6. Skill in oral and written communication.
7. Skill in reading and interpreting engineering reports, construction plans and specifications.
8. Skill in conveying technical information to non-technical personnel.

SUPERVISORY CONTROLS

The Director of Public Works assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include county policies and procedures, GDOT standards and design criteria, AASHTO publications, the MUTCD, the GSWCC Manual for Erosion and Sediment Control in Georgia, the MNGWPD Stormwater Management Manual, building codes, safety standards, ADA standards, HIPAA rules, environmental hazard guidelines, government records retention schedules, etc. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, supervisory, and administrative duties. Strict regulations and procedures contribute to the complexity of the position.
- The purpose of this position is to direct and oversees the operations of the Engineering Department. Success in this position contributes to a safe and well-maintained environment for county staff and visitors to county facilities.

CONTACTS

- Contacts are typically with elected officials, division and department directors, engineers, surveyors, developers, state officials, county employees, consultants, contractors, civic organizations, and members of the general public.
- 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/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee occasionally lifts light objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office, stockroom, warehouse, or outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, and occasional cold, hot, or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision department personnel.

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. Possession of or ability to readily obtain certification from the Georgia Soil and Water Conservation Commission. Completion of classes required by GDOT for Local Administered Projects (LAP) certification within 18 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 workplace or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of baccalaureate degree in Civil Engineering or a related course of study.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require seven or more years of related experience.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.
- Possession of Professional Engineering License from the State of Georgia.
- A strong working knowledge of typical office software (the Microsoft suite, etc.) and software commonly used in the field of Engineering.