



Engineering and Facilities Director Engineering, Building, and Grounds

ENG/1-441

JOB SUMMARY

This position is responsible for directing the operations of the Engineering Department and the Building and Grounds Department.

MAJOR DUTIES

1. Establishes short- and long-term goals and priorities for both departments; works closely with county officials to ensure these goals and priorities align with county needs.
2. Hires, trains, assigns, directs, supervises, evaluates, counsels, and disciplines personnel.
3. Develops and monitors budgets for both departments and for special projects; approves and tracks expenditures.
4. Serves as project manager for delivery of multiple CIP and Transportation SPLOST projects; develops and is responsible for project scope, schedule, and budget.
5. Performs in-house engineering services, including computer aided design and drafting, road design, hydrologic and hydraulic modeling, transportation studies, site design, cost estimating, and the preparation of specifications.
6. Prepares or oversees the preparation of bids and requests for proposals; reviews bids and proposals; makes recommendation for award of contracts; manages consultants.
7. Assists with transportation planning on a local, regional, and state level.
8. Drafts internal and external correspondence; represents Fayette County at meetings; responds to data and customer service requests related to county property.
9. 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 the standard methods and practices for the maintenance, repair, and construction of typical county assets, including roads, bridges, buildings, parks, etc.
4. Knowledge of computers and job-related software programs.
5. Knowledge of off-road/heavy equipment operation and maintenance.
6. Skill in oral and written communication.
7. Skill in conveying technical information to non-technical personnel.
8. Skill in reading and interpreting engineering plans and technical specifications.
9. Skill in the use of GIS hardware and software for the purpose of conducting data queries and developing maps.

SUPERVISORY CONTROLS

The Public Works Director 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, building codes, safety standards, ADA standards, HIPAA standards, environmental hazard guidelines, government records retention and destruction schedules, pesticide and herbicide application regulations, engineering practices, technical manuals and papers, and federal, state, regional, and local laws. 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, technical review, and engineering design duties. Strict and dynamic regulations and procedures contribute to the complexity of the position.
- The purpose of this position is to provide engineering support for a variety of county projects and to direct the operations of the Building and Grounds Department. Success in this position contributes to the efficiency, timely, and compliant completion of projects and maintenance activities and results in the provision of a safe and well-maintained environment for county staff, the traveling public, and visitors.

CONTACTS

- Contacts are typically with elected officials, division and department directors, county employees, county consultants, engineers, contractors, 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 and heavy 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 or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Building and Grounds Assistant Director (2), Administrative Assistant (1), Transportation Engineer (1), and Right-of-Way Agent & Surveyor (1).

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. Engineering in Training (EIT) or Professional Engineer (PE) certification (desired). Erosion and Sediment Control certification. Possession of or ability to readily obtain certification from the Georgia Soil and Water Conservation Commission.

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

- 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 experiences within a related field.
- 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.