

KENDALL COUNTY CLASS SPECIFICATION

ENGINEER

GENERAL SUMMARY

Under supervision of the County Engineer, the purpose of the position is to direct activities, operations, and programs related to the Kendall County Engineer's Office. Employees in this classification are responsible for planning, operations, construction, maintenance, safety, environmental compliance, floodplain management, on-site sewage facilitation, and developing local government codes.

EXAMPLES OF ESSENTIAL FUNCTIONS

Duties may include but are not limited to the following:

Provides engineering and management direction for planning, development, rules and regulations, national flood insurance program, flood plain management, on-site sewage facility, and 911 and rural addressing.

Directs development and management of programs, funding, staffing, and budgets to meet the needs of Engineer's Office.

Represents the County at state and local levels concerning activities of Engineer's Office.

Supervises personnel including instructing, assigning, reviewing and planning the work of others; monitoring work standards; coordinating operations; allocating personnel and equipment; and determining employee hiring, transfers, promotions, and salary increases; reviews personnel complaints and takes appropriate action; follows disciplinary procedures as needed for individual personnel including counseling, evaluation, and dismissal.

EXPERIENCE AND TRAINING

Bachelor of Science degree in Civil Engineering supplemented by five (5) to ten (10) years previous experience or training that includes, civil engineering design and construction projects, roadway design and construction, hydraulics and hydrology, real estate development, development management and operations.

LICENSES AND CERTIFICATIONS

Possess and maintain a valid certificate of registration as a Professional Engineer in the State of Texas.

Possess and maintain a valid Texas driver's license.

Possess or obtain within 9 months of employment a Designated Representative License issued by the Texas Commission on Environmental Quality.

Possess or obtain within 9 months of employment Floodplain Manager Certification.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Engineering principles, practices and methods.
- Development code and local, state, and federal codes
- Operate modern office equipment, including computer, copier, and facsimile machine in an effective and professional manner, including internet acquisition, electronic communication. Must be familiar and able to use Microsoft Office word, excel and powerpoint. Be familiar with and able to use engineering software such as ArcGIS, Global Mapper, Autocad, Microstation, HEC-RAS, HY-8, HEC-HMS, Win TR-55.
- Correct English usage and grammar.

Ability to:

- Function in a director capacity to several major organizational units requiring significant internal and external interaction.
- Utilize various advisory and design data and information such as engineering theory, planning documents, and codes.
- Supervise employees and provide evaluation and counseling in regards to performance of job duties
- Analyze major issues requiring complex planning for interrelated activities that may involve more than one department.
- Provide guidance assistance and/or interpretation to others on how to apply procedures and standards to specific situations.
- Communicate verbally and in writing so as to allow comprehension by receiving party.

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- Understand and exchange information with supervisors, subordinates, and co-workers when giving and receiving assignments and instructions.
- Communicate and interact with other departments, local government, state agencies, federal agencies, contractors and the general public.
- Follow safe work practices including workplace safety policies and procedures.
- Walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, and bend repeatedly.
- Operate a motor vehicle.
- Exert light physical effort mainly in a sedentary position indoors and outdoors.

Kendall County is an Equal Opportunity Employer and maintains compliance with the Americans with Disabilities Act by providing reasonable accommodations to qualified individuals and employees with disabilities.