

# KENDALL COUNTY CLASS SPECIFICATION

## PROJECT MANAGER

**Department:** County Engineer

**Report to:** Engineer

**Date Approved:** 09/12/2022

**FLSA:** Exempt

**Work Status:** Full-time

**EEO Category:** Professional

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### GENERAL SUMMARY

Under supervision of the County Engineer, the purpose of the position is to direct activities, operations, and programs related to the 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.

### ESSENTIAL FUNCTIONS

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

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

Review and process subdivision/development plats working closely with applicants from beginning to the end of the process.

Discuss and provide guidance to developers, citizens, staff, etc. regarding subdivision and development regulations.

Prepares notification letters, documents, correspondence, and GIS maps.

Works with department staff to review site plans, plats, variance requests, development applications, lighting applications, etc. for conformity with Kendall County Development Rules and Regulations.

Conducts necessary research for projects including field work, photographic documentation, and other project related functions.

Assist with updates and maintenance of Kendall County Development Rules and Regulations.

## **EXPERIENCE AND TRAINING**

Bachelor of Science degree with five year's 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. Bachelor of Science degree may be substituted with a minimum of ten 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 Texas driver's license.

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

Obtain within 9 months Engineering in Training Certification (EIT).

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Engineering principles, practices and methods.
- Development code and local, state, and federal codes.
- Operate office equipment, including computer, copier, and facsimile machine in an effective and professional manner, including internet acquisition, and electronic communication.
- Must be familiar and able to use Microsoft Office Word, Excel and Power Point.
- 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.
- Speak English

### **Ability to:**

- Utilize various advisory and design data and information such as budgets, reports, documents and files.
- Communicate verbally and in writing.
- Understand and exchange information with supervisors and co-workers when receiving assignments and instructions.
- Communicate and interact with the general public, departmental customers and various County personnel.
- Follow safe work practices including workplace safety policies and procedures.

- Walk, stand, and sit.
- Exert light physical work in an office environment in a mainly sedentary position.

### **Equal Opportunity**

Kendall County will not discriminate on the basis of race, color, religion, national origin, sex, including lesbian, gay, bi-sexual or transgender status, age, genetic information, pregnancy, veteran status, disability, or any other condition or status protected by law in hiring, promotion, demotion, raises, termination, training, discipline, use of employee facilities or programs, or any other benefit, condition, or privilege of employment except where required by state or federal law or where a bona fide occupational qualification (BFOQ) exists. Employees who need an accommodation as a result of a condition or status protected by law should advise their Elected Official, Appointed Official, Department Head, or the Human Resources Department.