

**FERRY COUNTY
COUNTY ENGINEER
JOB DESCRIPTION**

Job Title: County Engineer
Department: Public Works
Reports to: Ferry County Commissioners
FLSA Staus: Exempt
Salary: DOE
Hours: Part-time estimated 40-60 hours per month

SUMMARY

Administers countywide highway planning, design, construction, and maintenance programs by performing the following duties personally or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Responsible for jointly meeting the statutory requirements for County Engineer established by RCW and WAC.
2. Direct and review the preparation of county road and bridge plans, location, contracts, and cost estimates for technical and legal accuracy, and approving acceptable proposals or making corrective recommendations.
3. Maintain and establish good working communications with Board of County Commissioners, engineering staff and field employees.
4. Direct employees and/or consultants in research activities related to highway planning and engineering, and formulating highway engineering policies and procedures. This includes preparing the Six Year Transportation Improvement Program and the Annual Construction Program.
5. Maintain and revise, as necessary, the Ferry County Project Priority Array.
6. Direct preparation of County Road, Equipment and Revolving Fund, Waste Management, and Airport budgets.
7. Researches and prepares applications for eligible grants from various agencies and other grant sources.
8. Direct workers in preparation of reports to State and Federal Government officials and representing Ferry County at hearings with public officials, contractors, consultants, and engineering personnel.
9. Prepares and manages the County Construction program, this includes the supervision of all design, survey, and inspection personnel. Maintains sufficient records to assure that day labor projects remain within state Day Labor limits.

10. Prepares and manages the County Maintenance and Operations program, which includes the supervision of all maintenance of county roads and bridges operations.
11. Plan alterations and modifications of existing streets and highways to improve traffic flow.
12. Prepare deeds, property descriptions, and right-of-way maps.
13. Directs the planning, organizing and directing work for all transportation studies conducted for the county.
14. Purchasing or directing acquisition of right-of-way or obtaining permits, licenses, and agreements.

SUPERVISORY RESPONSIBILITIES

Directly supervises accounting staff of 3, engineering staff of 2, research staff of 1, 5 maintenance shops with staff of 22 full time employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees, planning, assigning, and directing work; appraising performance, rewarding and disciplining employees, addressing complaints, and resolving problems.

QUALIFICATIONS

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION AND EXPERIENCE

Bachelor's degree in Civil Engineering from a four year college or university; 2 or more years experience in a supervisory capacity preferably within a Local Agency.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations; to write reports, business correspondence, and procedure manuals; and to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical interface, fundamentals of plane and solid geometry and trigonometry. Ability

to apply such concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS and WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to talk and hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, high, precarious places, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate.

CERIFICATES, LICENSES, REGISTRATIONS

Washington State Professional Civil Engineer's License; Washington State Driver's License