



CAREER OPPORTUNITY

Job Title: County Engineering
Classification: Exempt from Technical Bargaining Unit and Excluded from FLSA
Reports To: County Administrator and Board of Commissioners
Location: Douglas County Public Services Building
Salary Range: Range 23, 8 Steps - \$8,764 to \$9,604 a month
Posting Dates: August 28th, 2017
Posting Type: In-House and Public – Open until filed

ABOUT DOUGLAS COUNTY

Douglas County was created in 1883 and named after U.S. Senator Steven Douglas of Illinois who was the chairman of the U.S. Commission on Territories when the Territory of Washington was created. Waterville was designated the County Seat in 1886 and the current Courthouse was initially constructed in 1905. Douglas County is located near the geographic center of Washington State. The Columbia River binds it on the north, the west and the south. Grant County, formerly a part of Douglas County, is on the east.

POSITION OVERVIEW

The County Engineer must be a licensed professional civil engineer. The County Engineer shall have supervision, under the direction of the legislative authority, of all activities related to the county roads of the county, including maintenance; shall certify to the county legislative authority all bills with respect to county roads; shall keep complete public records of all road department activities; shall prepare plans on specifications for all construction work on the county road system; and give an official bond to the county conditioned upon faithfully performing all the duties and accounting for county property entrusted to them. This position is exempt from the bargaining unit, and excluded from FLSA.

GENERAL FUNCTIONS OF THE JOB

- ◆ Perform all statutory requirements listed in R.C.W. 36.80, and comply with the Standards of Good Practice as outline by WAC 136-11.
- ◆ Review of roads for short and long range planning, bridges, drainage, construction for private and commercial developments for the county.
- ◆ Work closely with the Land Use and Building Services division on plat reviews, Growth Management Act and other interrelated issues.
- ◆ Responsible to County Administrator in the areas of: budget, personnel and policy implementation. Is an integral part of the development and management of construction, maintenance and equipment services. Day to day responsibility of planning and directing the labor forces assigned to engineering, maintenance, E.R. & R., etc.
- ◆ Represents the county at public meetings and hearings as required.
- ◆ Must maintain a harmonious and productive relationship with the Board of Commissioners and County Administrator using the following attributes: confidentiality, competence, integrity, judgment, reliability, and effective communication skills.
- ◆ It is important for the County Engineer to establish positive and professional relationships with his/her peer in the various regulatory agencies.



- ◆ The County Engineer is a key official directing/managing one of the largest single departments/divisions of County Government. Management skills to motivate, direct, and complete tasks through the efforts of subordinates are required.
- ◆ Manage and Supervises Assistant County Engineer, County Road Superintendent, County Surveyor and transportation division employees.
- ◆ Supervises and assigns the accident investigation team for each area.
- ◆ Reports to the County Administrator, but is hired and takes direction by/from the Board of County Commissioners.

ESSENTIAL JOB FUNCTIONS

- ◆ **Surface Water Management** – The Transportation Division is responsible for surface water management and storm water utility in urban area with dedicated revenue source.
- ◆ **Emergency Management** – The Transportation Division is a major participant in preparedness, mitigation, and recovery efforts. A primary function of the Transportation Division is emergency response to storms, snow, ice, and flooding attempt to keep the roads open.
- ◆ **Solid Waste** – Assist with permitting of Regional landfills. Responsible for the maintenance and monitoring of the existing capped sites until closed.. Oversee staff who specialize in the complex and evolving regulations and standards governing solid waste management.
- ◆ **Geographic Information Systems** – Utilize GIS technologies in managing your programs.
- ◆ **Grant writing** – Develop and apply for Federal, State, and local grants.
- ◆ Communicate effectively verbally and in writing.
- ◆ Operate a personal computer and software necessary to perform the requirements of the job.
- ◆ Be politically sensitive in order to create and maintain a solid, effective working relationship with the general public, business leaders, consultants and government officials.
- ◆ Perform responsible and complex work involving the use of independent judgment and personal initiative.
- ◆ Organize and plan multiple tasks and responsibilities and adapt to a constantly changing work environment.
- ◆ Develop and facilitate citizens' participation in project(s) implementations.

OTHER JOB FUNCTIONS AND RESPONSIBILITIES

- ◆ Contract management and administration is a critical part of this position including interaction with contractors, and record keeping of contracts.
- ◆ Efficiently operate an assortment of office machinery such as a fax machine, copier, laser printer, etc.
- ◆ Must demonstrate and maintain the desire and willingness to work well with elected officials, co-workers, county offices, other individuals and entities.
- ◆ Project a positive professional image.
- ◆ Attend meetings and seminars both in and out of the area as necessary.
- ◆ Utilize RCW's, WAC's and other resource materials as needed.
- ◆ **Perform other duties are directed or required.**

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES



Knowledge of:

- ◆ Local, state and federal policies as they relate specifically to county government and municipal government in general.
- ◆ County policies and procedures relating to all aspects of transportation.
- ◆ Application processes involved in successfully securing alternative and creative funding sources such as grants, loans and entitlements.
- ◆ Emergency Preparedness.
- ◆ Strategic planning. Budget preparation, oversight, and accountability.

Skills in:

- ◆ Operation of a personal computer and associated software.
- ◆ Group presentation on a variety of levels, ranging from small groups to large public meetings.
- ◆ Collaborative negotiation techniques.
- ◆ Effectively dealing with people who may be emotionally charged by issues and information being presented.
- ◆ Problem solving techniques.
- ◆ Developing and managing budgets and generating revenue.

Ability to:

- ◆ Display considerable independent judgement in the interpretation and use of statutes, ordinances, and regulations regarding county roads and public works programs.
- ◆ Lead and direct staff with a diverse level of skills and abilities.
- ◆ Exhibit superior communication skills.
- ◆ Explain complex issues in a simple understandable manner.
- ◆ Interpret and implement department policies, procedures and applicable laws and regulations.
- ◆ Work in and around stressful situations.
- ◆ Maintain a productive workload for self and subordinates.
- ◆ Relate with co-workers, elected officials, public and private agencies and other individuals in a positive manner.
- ◆ **Physically perform the essential functions of this position**

PHYSICAL REQUIREMENTS

- ◆ Sitting for extended periods of time.
- ◆ Manual dexterity necessary to perform repetitive tasks including the operation of a keyboard and other necessary engineering and office related equipment.
- ◆ Driving to meetings and seminars throughout the county and state.
- ◆ Walking to and from various offices and departments, etc.
- ◆ Climbing stairs in county facilities and other agency buildings this position comes in contact with.
- ◆ Lifting up to 40 lbs. at least waist high during the normal course of performing daily duties.
- ◆ Bending, stooping, and twisting during the course of performing required functions.
- ◆ Sight and hearing of acceptable standards
- ◆ Ability to travel by foot over rough, steep, uneven terrain



WORKING CONDITIONS

- ◆ Duties are mainly performed in a busy office environment.
- ◆ Working independently most of the time.
- ◆ Shifts other than the traditional 8:00 a.m. to 5:00 p.m. may be available during certain periods of the calendar year.
- ◆ Overtime, evening, and weekend work may be required.
- ◆ Environment may be stressful in striving to meet deadlines.
- ◆ May require travel with reasonable accommodation to off-site facilities.

RECRUITING REQUIREMENTS

- ◆ A valid Washington State Driver's License is required.
- ◆ A Bachelor's Degree (B.A.) in Civil Engineering
- ◆ Must be a registered and licensed professional engineer under the laws of the state (RCW 36.80.020).
- ◆ Three to five years experience in an equally responsible position, preferably within a City/County Public Works Department.
- ◆ A background security check may be required if a job offer is made

CLOSING STATEMENT

- ◆ This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.

Reviewed by:

Name Title Date

Witness:

Name Date

Douglas County is an equal opportunity employer and does not discriminate on the basis of disability in the admission or access to, treatment or employment in its programs or activities.
ADA accommodations available upon request.



How to Apply

Applications Available online at:

douglascountywa.net/departments/hr

(or)

Douglas County Public Services Building
140 19th St. NW, Suite A
East Wenatchee, WA, 98802

Application, Resume, Current Driving Abstract from the Department of Licensing Required, and Washington State Civil Engineer License #

PLEASE SEND COMPLETED APPLICATION TO:

Douglas County Human Resources

140 19th St. NW, Suite A
East Wenatchee, WA 98802
Dayna Prewitt, Clerk of the Board/Human Resources – hr@co.douglas.wa.us

Only qualified individuals being considered will be contacted for an interview.

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