

ADAMS COUNTY
SUMMARY JOB DESCRIPTION

Position: Engineering Supervisor
Department: Public Works

Position Number: 1107
Classification: Employee
Exempt Salary Schedule
(EE5)

1.0 MAJOR FUNCTION AND PURPOSE

Persons in this position are responsible for assisting the county engineer and/or engineering supervisors in establishing, laying out, constructing, and improving all county roads and structures as well as supervising engineering technicians. Persons occupying this position are directed towards the two general areas of operations and/or projects and may be responsible for extensive administrative duties in either area.

2.0 SUPERVISION RECEIVED

Persons in this position are given significant discretion, within the scope of policy and regulations, in the routine performance of their duties; supervision and guidance are received from the County Engineer and the Public Works Director.

3.0 SUPERVISION EXERCISED

Persons in this position supervise engineering technicians.

4.0 SPECIFIC DUTIES AND RESPONSIBILITIES

- Assisting the county engineer in the inspection or directing the inspection of county roads, bridges and crushing projects.
- Assisting the county engineer in, or directing, the inspection of county roads, bridges, and drainage structures.
- Assisting the county engineer in, or directing, the design of county roads, bridges, and crushing projects.
- Assisting the county engineer in, or directing, the surveying of county roads, bridges, and related property.
- Assisting the county engineer in, or directing, the maintenance of various county databases.
- Other tasks as directed.

5.0 REQUIRED KNOWLEDGE AND ABILITIES

- Ability to establish and maintain effective relationships with supervisors, and employee subordinates and the public.
- Ability to perform physically demanding labor in all weather conditions.
- Knowledge of the care, maintenance and safe operation of equipment.
- Ability to work independently and make decisions relative to assigned tasks.
- Ability to record proper documentation and complete written reports.

- Knowledge of current literature, trends and developments as applied to road and bridge construction.
- Knowledge of engineering and mathematical principles.
- Ability to read and interpret engineering plans and specifications.
- Ability to express ideas effectively, both in verbal and written form.

6.0 MINIMUM QUALIFICATIONS

- Possession of a valid Washington State Drivers' License.
- Possession of a valid traffic safety flagging card.
- Associate Degree in Engineering or related field and four years of progressively responsible work in civil engineering and inspection of bridge and road construction.
- Equivalent combination of education and experience may be substituted for above requirements.

7.0 WORK ENVIRONMENT

While performing the duties of this job, the employee may be required to work indoors or outdoors in all weather conditions requiring manual labor and/or operations of technical equipment.

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.¹

¹ Adopted R-71-00 on September 18, 2000. Range changed to Mid-Management Scale effective January 1, 2006 and set at MM3.
Position reclassified to EE5 effective April 16, 2017 under Resolution No. R-027-2017