

**ADAMS COUNTY**  
**SUMMARY JOB DESCRIPTION**

Position: County Engineer  
Department: Public Works

Position Number: 1102  
Classification: EXEMPT  
Management (M5)

**1.0 MAJOR FUNCTION AND PURPOSE**

Person in this position is responsible for the establishment, design, construction, alteration, and improvements of county roads and bridges as required by RCW 36.80 and WAC 126-10-030. The County Engineer assists the Director of Public Works in the planning, administration, and coordination of county engineering, solid waste, road maintenance, computer support for public works, and related activities.

**2.0 SUPERVISION RECEIVED**

Person in this position is given significant discretion, within the scope of policy and regulations, in the performance of their duties. Supervision and guidance are received from the Public Works Director and the Board of County Commissioners.

**3.0 SUPERVISION EXERCISED**

Person in this position normally supervises the engineering and office staff. Also has supervisory authority over employees in the maintenance shop and in road maintenance.

Person in this position has the authority to hire or fire, authorize vacations, sick leave, leaves of absence, and initiate disciplinary actions. After concurrence with the Public Works Director, has authority to hire or terminate.

**4.0 SPECIFIC DUTIES AND RESPONSIBILITIES**

- Designs, supervises, administrates and inspects all construction projects for public works.
- Directs engineering staff to assure quality workmanship within budget constraints.
- Prepares financial and budget plans for the department. Prepares six year capital construction plans, road construction budgets, annual construction programs, preliminary cost estimates, and acts as ISTE A Lead Agency.
- Assists in office administration, personnel matters, and interacts with the public. Administers disciplinary actions, road condition complaints, right-of-way questions, and construction permits.
- Attends continuing education courses, seminars, and professional organization meetings to keep current and expand knowledge.
- Reports annual construction activities to state and federal funding agencies (preliminary prospectuses, federal ISTE A agreements, C.R.A.B. reports, etc.)
- Participates in accident investigations and weather related road condition problems.
- Coordinates federal and state funding for road and bridge projects; prepares funding proposals, grant applications, reports and studies. Prepares reports to comply with

county and state laws affecting roads and bridges or as requested by the Board of Commissioners.

- Conducts, designs and recommends new financial systems, procedures, forms, and instructions for department use.
- Performs other tasks as directed.

## **5.0 REQUIRED KNOWLEDGE AND ABILITIES**

- Must have a minimum of 5 years experience in field construction and inspection.
- Knowledge of current literature, trends, and developments in the areas of road and public works activities.
- Ability to adapt approved engineering methods and standards to the design and construction of a variety of road and solid waste projects. Ability to review and write technical papers.
- While performing the duties of this job, the employee is regularly required to sit, talk or hear, and use hand/finger dexterity to handle objects. The employee is occasionally required to stand, walk, stoop, kneel, crouch or crawl and reach with hands and arms.
- Good health, and good physical condition, appropriate to the position. The employee must occasionally lift and/or move up to 50 pounds. Specific vision requirements include close, distance, color, night and peripheral vision, depth perception, the ability to adjust focus and read small print.
- Must have cognitive ability to accurately prepare budgets and review them for errors, data entry, and related purposes.
- Must be able to utilize communications equipment necessary to perform required duties.
- Ability to use or direct the use of a computer terminal, calculator, and other office equipment standard to areas of assignment and to adapt to new and/or modified equipment which may be acquired.
- Demonstrated successful supervisory, administrative and managerial experience is preferred. Implements and maintains sound organizational practices.
- Maintains a high standard for accuracy, completeness, and efficiency in the preparation of reports. Independent and self motivated to complete required deadlines while simultaneously completing other tasks.
- Must be able to maintain work reliability at a level not less than 90% of average employee reliability over time.

## **6.0 MINIMUM QUALIFICATIONS**

- B. S. Degree in Civil Engineering or a related field, road and bridge design, hydrology, surveying, soils, materials and testing methods, construction inspection. On-going training is required to keep current on new techniques and major advances in engineering.

- Must have a Washington State Engineer's license and a valid Washington State driver's license
- Ability to successfully complete various required training classes and obtain certificates necessary for functional skills performance, maintenance and improvement.

#### **7.0 DESIRABLE QUALIFICATIONS AND ABILITIES**

- Knowledge of civil engineering principles, economics and finance, legal principles, and personnel and administration procedures.
- Familiarity with tools, instruments, equipment and techniques commonly used in the performance of related tasks.
- Ability to quickly grasp new techniques, deal with rapid changes in events, remain calm in stressful situations, relate to various personality styles in a calm, professional manner.
- Understands the need for maintaining confidentiality of sensitive information.
- Ability to express ideas and effectively communicate with others, both in writing and orally.
- Assures efficient and effective utilization of department personnel, funds, materials, facilities, and time.

#### **8.0 WORK ENVIRONMENT**

While performing the duties of this job, the employee works in an office environment, with layout and lighting restrictions. There are frequent staff interruptions. Frequent travel is required with field trips under all weather and road conditions.

Must be available for after hours meetings and emergency calls.

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.