

LINN COUNTY CLASSIFICATION

TITLE: COUNTY ENGINEER
NUMBER: 285
PAY RANGE: 25
CATEGORY: MANAGEMENT/EXEMPT

APPROVAL ORDER
NUMBER: 2000-353
DATE: June 28, 2000

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Plans and directs the Road Department engineering program; supervises the design, construction and inspections of projects under policies set forth by the Roadmaster and the Board of County Commissioners.

SUPERVISION RECEIVED: Works under the general direction of the Roadmaster who outlines program goals and priorities and reviews performance for effectiveness.

SUPERVISION EXERCISED: Exercises supervision over assigned subordinate personnel; participates in the selection of new personnel; assigns duties, provides training, schedules leaves of absence, resolves grievances, evaluates performance and recommends personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Organize, plan and direct work of engineering division in designing and preparation of preliminary specifications and estimates for road projects and other public works as required by needs established by Roadmaster.
2. Prepare final specifications and estimates for construction contracts.
3. Supervise inspection and contract administration of construction contracts.
4. Prepare and provide preliminary estimates for programming and budgeting purposes to department head.
5. Answer inquiries from public and explain department policies.
6. Prepare applications for federal aid, railroad crossing, State Land Board and other agencies and act as liaison on project follow-up.
7. Investigate and prepare responses to Planning Department requests on individual, subdivision and other matters as required and serve on Hearings Board.
8. Maintain close liaison with the Association of Oregon Counties and provide them with participation in public hearings, advice and counsel in federal and state matters, including active participation in legislative matters.
9. Maintain knowledge of current state of the art in appropriate fields through correspondence and periodicals.

10. Work with cities in development and construction of transportation projects within the city limits.
11. Develop and maintain effective, harmonious and reasonable work relationships with others.
12. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

13. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of principles and practices of civil engineering. Thorough knowledge of modern road and related public works design, construction methods, materials and practices; thorough knowledge of inspection methods and testing techniques; considerable knowledge of the application of computer programming to engineering design work; knowledge of statutory requirements for contracts, land development and financing.

Ability to keep accurate and detailed records and to understand and apply departmental and county administrative procedures; ability to perform precise survey and design work and make complex calculations and prepare comprehensive and accurate plans and designs for bridge and road construction and maintenance projects and other areas of public works construction; ability to plan and supervise the work of subordinate engineering and surveying staff; ability to prepare bid specifications and reports and monitor work of contractors; ability to establish and maintain effective working relationships with engineering personnel, contractors, other employees and the general public; familiarity with federal funds and procedures.

EXPERIENCE, EDUCATION AND TRAINING: Five years of progressively responsible relevant experience in the practice of civil engineering including two years of supervisory experience; and graduation from a four-year college or university with major coursework in civil or related engineering; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Registration as a Professional Engineer in the State of Oregon at the time of appointment. Possession of a valid motor vehicle operator's license and an acceptable driving record.

PHYSICAL DEMANDS AND WORK ENVIRONMENTAL: Work is performed indoors and outdoors in all types of weather and in all areas of the county. Work requirements include the ability to see, talk, hear, sit, stand, walk, bend, stoop, kneel, jump and run. The ability to use hands to finger, handle or operate objects, tools or controls, to reach with hands and arms and to lift or move fifty (50) pounds is also required.