



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
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(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: County Engineer  
Department: Public Works  
FLSA Status: Exempt  
Job Code: 3449  
WC Code: 9410  
Effective Date: July 1, 2007  
Last Revised: July 30, 2010  
Pay Grade: NU21  
Union: Non-Union (Supervisory)

#### SUMMARY

Administers, organizes, plans, and assists in directing and controlling the functions of the Engineering Program of the Public Works Division, including the workgroup budget and personnel management of all engineering employees, including casual/seasonal employees. Primary functions of the Engineering Program include: contract and county force construction, road, bridge and facilities inventory and management, infrastructure planning and facility standards, solid waste; as well as frequent interaction and shared project oversight with the Roads and Bridges Program. This oversight may include: maintenance, preservation, construction, right-of-ways, traffic control, buildings and natural resource sites. These functions, services and facilities are to meet the needs of external and internal customers and add value to the community. Performs all oversight and provides direct supervision for projects designed by the Engineering Program employees.

Assists in establishing and assuring accomplishment of significant and measurable goals and objectives for the programs within the Division. Assists in directing delivery of these programs by conceptualizing, developing and implementing program priorities and procedures consistent with policies established by the Public Works Director and the Board of County Commissioners.

Assists in determining the most effective utilization of Division resources in order to carry out Division goals and objectives for providing services to the citizens of Josephine County and internal customers. Additionally, performs work on special projects related to any/all aspects of the Division as requested and directed by the Public Works Director. Work is performed under the general direction of the Public Works Director, who reviews work primarily on the assessment and accomplishment of established annual goals.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Manages the activities of all employees within the Engineering Program. Responsible for the daily direction, coordination, and evaluation of program activities. Provides supervision and control of in-house designs with responsibility for design decisions where "supervision and control" means establishing the nature of, directing

and guiding the preparation of, and approving the work product and accepting responsibility that the work product is in conformance with standards of professional practice.

2. As part of the budgeting process, assists in developing an overall annual Public Works budget. Includes, but may not be limited to: short and long term goals; annual program operational and budget policies; budget summaries for the programs; long range capital improvement program; long range equipment acquisition program; and facility and maintenance management programs. Assists in presenting the Division budget to the Board of County Commissioners and Budget Committee; assists in monitoring dedicated state and federal program revenue, and other revenues, to insure financial stability of the programs in the Division.
3. Responsible for the preparation, monitoring and reporting of the program budgets within the Division, and ensuring that program delivery occurs within approved funding levels.
4. Assists in setting priorities for the Public Works after assessing competing demands and the availability of human and fiscal resources, and equipment, needed for effective program implementation.
4. Uses a comprehensive cost accounting system to track expenditures on all facilities, projects, programs, and services within the Division, including Division fixed and expendable material asset inventories.
5. Assists in developing and prioritizing, and then implements, monitors and evaluates all programs, facilities, and services in the Division to assure they are meeting the needs of the community and supporting commerce, while preserving the public safety and environment, and insuring compliance with state and land use related statutes and administrative rules.
6. Facilitates local planning, development and coordination of programs, and master plans for programs, in the Division. Ensures that all programs are consistent with established policies and procedures. Engages in long range planning with the Director and the Board of County Commissioners and other groups necessary to meet future needs and coordinates with various components of program master plans.
7. Meets regularly and participates in any regional and state organizations, commissions, task forces and groups to promote and coordinate programs within the Division; assists the Director in representing the County to draft, introduce, advocate for and testify on legislation affecting the programs within the Division.
8. Provides consultation and professional/technical assistance to other professional and technical staff members in such areas as: road and bridge construction, operation, and maintenance; engineering design, construction, solid waste and environmental services; fleet maintenance and acquisition; and general program planning, development, and management techniques and strategies.
9. Interprets and applies road and bridge, engineering, solid waste and environmental, related laws and regulations. Assists in assuring contracts, intergovernmental agreements, letters of agreement, and other legal agreements are properly negotiated, developed and administered for programs within the Division.
10. Assists in assessing the quality of programs or services provided in the Division by collecting, reviewing and evaluating data. Consults with staff and reviews information to determine what program improvements are needed.
11. Represents specific Division programs in the community and within County government, by providing information and responding to inquiries, concerns and complaints from citizens and customers regarding: road and bridge construction, operation, and maintenance; engineering design, construction, solid waste and environmental services; and related facilities and services.
12. Addresses news, media, community, and professional groups on Division programs. Meets with community and neighborhood groups and assists in facilitating consensus building approaches to implementation of Division projects and programs. Maintains liaison with representatives of other agencies and the public to resolve disputes related to Division programs.
13. Represents Public Works at appropriate Land Use Hearings and provides guidance and oversight for review and conditions both in the land use process and the construction process of projects which impact existing and proposed public Right-of-Way, exclusive of Federal, State, and City roads and ways.

### SUPERVISORY RESPONSIBILITIES

Directly supervises Civil Engineer and Survey/Inspection Program Supervisor, and oversees other engineering staff based on project/workflow demands. Also works closely with other Managers, supervisors, and their staff, to assure that programs are effectively and efficiently operated. Responsible for personnel management in the areas of interviewing, training, developing, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints, resolving disputes and problems, assisting in grievance resolution, and compliance with all applicable laws and guidelines. Carries out supervisory responsibilities in accordance with the organization's policies and applicable state and federal laws. Makes recommendations to the Director on the hiring and termination of employees.

### QUALIFICATIONS

To perform this 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 the essential functions.

### EDUCATION AND EXPERIENCE

Bachelor's degree in Civil Engineering or a related field, and five years related professional experience and/or training in the types of programs such as those within the Public Works Division, with at least five years of administrative or management experience, or an equivalent combination of education and experience. Must possess knowledge and experience in road and bridge construction methods, inspections and testing methods, personnel management, public agency budgeting, and formulating goals and objectives at a program level to meet the needs of the customers.

### JOB IMPACT

Consequences of error could include exposure to litigation, financial losses, public embarrassment, personal injury and possible loss of life to employees or the public, due to; facility design error, improper management of construction, improper assessment or interpretation/application of laws and regulations, improper work procedures on public highways or sites.

### JOB CONTACTS

This position requires working directly with the Board of County Commissioners, other county departments, city, county, regional, state and federal agencies and organizations, the media, public advocacy groups, and the community to coordinate and facilitate efforts to ensure that programs, facilities, and services are directed toward achieving infrastructure and service needs of the community. Incumbent also participates as a member of professional associations and committees to draft, advocate for, and testify on legislation related to Division programs.

### LANGUAGE SKILLS

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

### MATHEMATICAL SKILLS

Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.

### REASONING ABILITIES

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

### OTHER SKILLS AND ABILITIES

Ability to research and apply for grant funding; provide appropriate documentation to funding agencies and maintain a relationship in accordance with reporting requirements.

### CERTIFICATES, LICENSES, REGISTRATIONS

Registration as a Professional Engineer (PE) in the State of Oregon.

### BACKGROUND INVESTIGATION

Those employed in this position may be subject to a background investigation including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

### WORK ENVIRONMENT

The work environment characteristics described here 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 the essential functions. Work is performed primarily in an office environment and sometimes in the field to review appropriateness of construction and maintenance activities. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate. The position is impacted by the necessity of meeting timelines established by law, uncontrollable work flow, the need to make immediate decisions regarding public exposure/contamination to dangerous facility conditions or environmental hazards, and uncontrollable interruptions. This position is on-call to respond to and direct emergency situations and natural disasters affecting the County's infrastructure.

### PHYSICAL REQUIREMENTS

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

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee frequently is required to stand and walk. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and distance vision.

# PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	<b># of pounds = 50 lbs</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Speech, Vision &amp; Hearing</b>					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Depth perception	Describe: Drawings/ Plans/ Job Sites			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
<b>Exposure - Environmental Factors</b>					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>