

## **ASSISTANT COUNTY ENGINEER/TRANSPORTATION**

### **MAJOR FUNCTION**

This is a professional and administrative position related to management of all divisions in the Transportation Department. It involves the administrative coordination of all design and implementation of County highway construction and regulation of other construction.

### **ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Acts as department manager in absence of County Engineer and Deputy County Engineer.
- Assists with supervision of department employees, performance evaluations, applicant interviews, and makes recommendations to County Engineer.
- Coordinates with technical staff on design or approval of all roads, drainage, bridge facilities, utilities, or other new construction projects.
- Administers all contracts for private construction of public works and facilities.
- Ensures development of new road or highway construction plans for Board adoption.
- Acts as liaison with Florida Department of Transportation, municipalities, other counties, public utilities, and other outside agencies regarding highway matters relating to the function of the Engineering Department.
- Assists with budget preparation. Review all department expenditures and payroll expenses.
- Prepares and presents reports to Board of County Commissioners and other groups.
- Develops long-range plans and strategies for improvement of department policies and procedures.
- Provides technical advice and guidance related to design, drainage, right-of-way, development, survey, and construction divisions.
- Oversees the operations of the Capital Projects Division.
- Develops and updates the County's 5-Year Transportation Improvement Program.
- Answers inquiries from the general public, administrators, and public officials on the phone, in person, and/or in writing.

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- Manages road design contracts performed by private consulting firms.

### **SECONDARY FUNCTIONS**

- Performs other duties as assigned.

### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person and by phone contact.

### **SUPERVISION**

Direct supervision over a moderate size staff of managers and indirect supervision of an extensive technical staff who report to other supervisors or managers. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations

### **EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS**

#### **Education and Experience.**

Bachelor degree from a four-year college or university; with six years related experience or training; or equivalent combination of education and experience.

#### **Licenses.**

Valid Florida Driver License. Registered Professional Engineer in the State of Florida required.

### **JOB SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

#### **Language Skills**

- Ability to read, analyze, and interpret highly complex documents.

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- Ability to respond effectively to the highly 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.

### **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.

### **Problem Solving Ability**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in either mathematical or diagram form and deal with multiple abstract and concrete variables simultaneously.
- Develops plans, policies, specifications, programs continually.
- Functions independently as an expert in matters of specialized code, rules, policy, analysis, advanced budgetary, accounting systems, or complex scientific or technical systems.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Ability to deal with nonverbal symbolism in its most difficult phases.

### **Specialized Skills and Abilities**

- Knowledge of road and drainage design and construction, public works engineering and construction, and traffic planning and engineering.
- Knowledge of State and County laws, standards and regulations for public works.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than

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individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

**Machines and Equipment**

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally be required to walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl; and will regularly be required to sit, and use hands to finger, handle, or feel, and frequently talk or hear. Special vision requirement for this position is color vision.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be required to work in outdoor weather conditions. The noise level for this position is quiet.

Established: 10/99	Category: 1
Pay grade: 31	Status: E
Job Description Number: 1192	Revised: 1/2005