



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Chief Engineer</u>	NEW: <u> </u>	REVISED: <u>X</u> <small>(Please check one)</small>
REPORTS TO: <u>Director, Resource Management</u>	FLSA: <u>Exempt</u>	DATE: <u>05/2017</u>
DEPARTMENT: <u>Resource Management</u>	JOB CODE: <u>101</u>	

SUMMARY:

With limited supervision, manages engineering and design projects with engineering design consultants, construction management firms, road building contractors and utility companies, develops bid specifications for new projects, manages project costs and timing, and manages Engineering and Design staff.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Plans, organizes and manages engineering and design staff; assists in hiring, training and evaluating performance; approves pay requests and administers payroll; monitors budget; provides daily guidance and recommendations to staff; coordinates with other County offices.

Coordinates and oversees the preparation of engineering designs, costs, specifications and cost estimates; develops project bid specifications; administers construction project contracts, including inspections, design changes, change orders, and project costs; interacts with contractors regarding project changes and completion; develops engineering designs for in-house projects; coordinates drafting of storm water management system; reviews plats, road plans, and specifications; reviews Department standards.

Monitors budget expenditures; assists in preparation of the capital and operating budgets; coordinates the requisition, purchase and maintenance of equipment; assists in the development of new programs and policies.

Serves as technical information resource for Director and other departments; makes presentations to County Commission at regular and special meetings; attends Planning and Zoning Commission meetings; prepares flood plain and project update reports; answers questions from the media and general public; prepares annual budget.

KNOWLEDGE AND SKILL:

1. Considerable knowledge of civil engineering, project management, and highway and bridge survey, construction and maintenance.
2. Considerable knowledge of County, state and federal statutes, codes and regulations related to highway and bridge maintenance and construction.
3. Considerable knowledge of Boone County, state and federal regulations regarding procurement and bids.
4. Good knowledge of Boone County Human Resources policies and procedures.
5. Skill in planning, organizing, budgeting and managing projects.
6. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public.
7. Skill in hiring, training managing and evaluating staff.

PHYSICAL DEMANDS:

The majority of work is performed in a general office setting and outside. Position-holder must possess vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone. Must have clarity of vision at 20 feet or more, 20 inches or less, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors. May be required to work in hazardous traffic conditions or high/dangerous places.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT grasping to manipulate objects; side-to-side turning of neck; walking, standing, bending, stooping, kneeling, and reaching; heavy lifting of up to 75 lbs. when moving objects or equipment and transporting distances up to 50 yards; pushing/pulling, twisting at waist, and moderate wrist torque to twist equipment knobs and dials; driving. OCCASIONAL reaching above and at shoulder height.

WORK ENVIRONMENT:

This job operates in a variety of settings that include: a professional office, construction sites, and outside locations. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, filing cabinets, and fax machines. May be exposed to wet/humid conditions, inclement outdoor weather, vibration, extreme temperatures, airborne particles/fumes, moving mechanical parts, very loud noise levels, or potentially hazardous materials. May be required to drive a County-owned vehicle to off-site locations and drive in inclement weather. This position is routinely in contact with the public and members of other entities. May be required to work additional hours outside of a normal business day.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Engineering, Construction or related field; certificate as registered Professional Engineer; and five years of experience in engineering design, construction management or contracting field; two years of experience in a supervisory position.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.