

HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS JOB DESCRIPTION

Job Title	Assistant County Engineer	Pay Grade	229	Class Code	L909
Department	Public Works	Salary	\$79,289.60 - \$128,460.80		
Reports to	Director of Public Works & County Engineer	FLSA	Exempt		
Bargaining Unit	None	Revised	May 2021		

GENERAL DESCRIPTION:

This is a professional and administrative position related to the function of Hernando County's Engineering Office involving design, implementation of construction, reconstruction, operation, and maintenance of County maintained roadway, traffic, and stormwater systems; is responsible for an in charge of ensuring compliance with County regulations for public and private infrastructure construction. Responsible for coordination of land development review for the Engineering Department.

ESSENTIAL JOB 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 workload.

- Plans, reviews, and coordinates transportation engineering in-house and consultant studies, reports, plans, specifications, and other documents including, but not limited to, stormwater, traffic studies, MSBUs, LAPs, pavement management, etc., working as required with consultants, regulatory agencies, other governmental agencies and/or the public.
- Reviews development projects for conformance with Hernando County standards. Coordinates departmental review of develop projects, schedules meetings of engineering review staff, establishes agendas and provides feedback to developers and consulting engineering firms. Manages, coordinates, and provides review of development proposals as they pertain to subdivision review, re-zonings, master plans and Developments of Regional Impact. Supports the Development Review Committee by ensuring that developers, private consulting firms and contractors comply with the requirements and processes of Hernando County's Development code and Facilities Design Guidelines.
- Prepares and professionally seals, as requested, department plans, specifications, and permit applications for engineering projects.
- Performs as Engineer of Record for in-house designs.
- Coordination/project management of multiple grant projects (LAP, CIGP, etc.) and engineering projects from design to construction, including grant preparation and compliance.
- Prepares and reviews scope of services and bid documents for services through Purchasing process for engineering projects. Ensures contract requirements and specification for projects.
- Makes engineering investigations and prepares reports on findings.
- Reviews and approves periodic pay requests, change orders and plan deviations for engineering projects.

- Analyzes the effects of expanding the transportation system to include new subdivisions and determines improvements needed to maintain adequate system capacities.
- Maintains and updates the Hernando County Facility Design Guidelines.
- Prepares Board of County Commission agenda items and reviews official documents including contracts and agreements.
- Responsible for development and administration of department budget. Reviews department expenditures and payroll expenses. Supervises department employees, including conducting performance evaluations, interviewing prospective employees, and making decisions related to promotions, candidates for hire and discipline.
- Develops long-range plans and strategies for improvement of department policies and procedures.
- Coordinates with technical staff on design or approval of all roads, drainage, bridge facilities or other new construction projects.
- Acts as liaison with Florida Department of Transportation, Florida Department of Environmental Protection, SWFWMD, municipalities, other counties, public utilities, and other outside agencies regarding highway matters relating to the functions of Engineering.
- Prepares and presents reports to the Board of County Commissioners and other groups, as requested.
- Provides technical advice and guidance related to design, drainage, right-of-way, development, survey, and construction.
- Develops and updates the County's 5-Year Transportation Improvement Program associated with roads and stormwater, as well as other long and short-range planning efforts.
- Answers inquiries from the general public, administrators, and public officials on the phone, in person and/or in writing.
- Provides technical assistance for all departments of the County, as needed.
- Oversees evaluations of complaints and issues related to road and stormwater maintenance.
- Oversees the operation of the Engineering Department and manages its employees ensuring that business is conducted in a manner which supports the County's goals and objectives, and that County policies and practices are adhered to.
- Responds to technical questions from the Board of County Commissioners, staff members and members of the public on issues related to engineering, construction and maintenance of roads, storm water and traffic projects.
- Administers and review project designs to ensure they meet County standards, sound engineering practice, guidelines and controls within project scope and budget.
- In the event of an emergency or non-emergency situation, a 24-hour on-call status is required.
- Regular attendance.

JOB STANDARDS:	
Education	Bachelor's Degree from an accredited college or university with a concentration in Civil Engineering, Environmental or related engineering field.
Experience	Minimum of seven (7) years highly responsible experience in the field of civil engineering, roadway design and/or construction is required. Minimum of three (3) years supervisory experience, including personnel management.
Skills	<p>Performs individual assignments on a varied nature. The ability to work independently. Familiarity with grant applications and requirements.</p> <p>Ability to prioritize and keep projects on time, on budget and constructed with specifications. Demonstrate a mentoring approach with employees. Communicate diplomatically with employees, officials, and the public.</p>
Licenses, Certifications or Registrations	<p>Must possess Professional Engineer (P.E.) license in the State of Florida or have the ability to obtain within six (6) months by having certification in a state that has a reciprocal licensing agreement with the state of Florida.</p> <p>Must possess and maintain a valid Florida Driver's License and be insurable by current insurance carrier.</p> <p>Must obtain Florida Department of Transportation (FDOT) Intermediate Training Maintenance of Traffic Certification within two (2) years of employment.</p> <p>Must possess or be able to obtain within one (1) year of employment, certification in NIMS/Incident Command Courses IS100PWb, IS200, IS700, IS800 and any other courses deemed necessary by Emergency Management.</p>

EQUIPMENT USED
Personal computer and printer, telephone, copy machine, facsimile machine, and automobile.

CRITICAL EXPERTISE TO PERFORM ESSENTIAL FUNCTIONS
<ul style="list-style-type: none"> • Knowledge of the principles, methods and practices of transportation planning, design, engineering techniques and procedures as they apply to growth and development plans in the county. • Knowledge of the principles of Civil and Environmental engineering. • Knowledge of Florida Department of Environmental Protection (FDEP) rules and regulations. • Knowledge of Southwest Florida Water Management District (SWFWMD) rules and regulations. • Knowledge of Florida Department of Transportation (FDOT) standards, specifications, and indexes. • Knowledge of current computer and technological developments including CADD and GIS applications. • Ability to work and meet with public, consultants, developers, other staff and respond to inquiries and complaints. • Ability to give technical and professional review to a wide variety and large volume of plans and studies.

- Ability to communicate effectively both verbally and in writing and to prepare accurate and concise reports to the Board of County Commissioners both verbally and in writing.
- Knowledge of local, state, and federal law governing zoning, planning and development regulations.
- Knowledge of land development regulation and comprehensive planning.
- Ability to conceive, plan and participate in research projects.
- Ability to analyze studies and report valid conclusions.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to always make impartial and sound judgement.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- 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 individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.
- Ability to prepare, read and interpret moderately complex engineering plans.
- Ability to establish and maintain effective working relationships with engineers, contractors, developers, and county staff.
- Ability to speak with the public, contractors, FDEP, FDOT, SWFWMD, County employees and elected officials.
- Ability to plan, direct, and supervisor the work of consultants, contractors, and personnel.
- Knowledge of grants process and procedures.
- Administrative management skills to manage staff and to work independently.

ESSENTIAL PHYSICAL SKILLS

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.

ENVIRONMENTAL CONDITIONS

The employee will occasionally be required to work in outdoor weather conditions and will regularly be working independently inside.

Works in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

MARGINAL / SECONDARY JOB FUNCTIONS

- Functions as Director of Public Works/County Engineer in the absence of the Director.
- Performs other reasonably related duties as assigned by immediate supervisor or other management personnel.
- In case of an emergency or crisis situation (hurricane, flood, etc.), position is required to perform reasonable duties as assigned by immediate supervisor.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.

EMPLOYEE SIGNATURE	DATE