



County Engineer/Utilities Manager

Engineering

ENG/01
Pay Grade: 27

JOB SUMMARY

This position is responsible for directing the operations of the County Engineering Department, for providing engineering support for county projects and for directing the county's utility operations.

MAJOR DUTIES

- Performs daily engineering and construction review of county projects.
- Ensures that projects remain in compliance with approved budgets and designated timelines.
- Reviews and recommends payments to contractors, engineers and architects.
- Performs field analysis inspections of power generators, generator controls, lift station power systems, and water and wastewater treatment plants to verify and ensure proper equipment operation.
- Ensures that Webb County water and wastewater facilities meet state and federal requirements.
- Hires, trains, assigns, directs, supervises, evaluates and disciplines personnel.
- Investigates and resolves citizen concerns.
- Develops budget recommendations and manages approved budgets.
- Coordinates with other county departments to ensure the completion of county projects.
- Coordinates the acquisition of rights-of-way and the relocation of utilities in support of the construction or improvement of county roads, water and wastewater lines, and storm drainage systems.
- Coordinates with the Texas Department of Transportation in the rehabilitation of off-system bridges.
- Prepares reports to the County Judge and Commissioners related to the prioritization of county projects.
- Approves the maintenance of county vehicles and other equipment.
- Ensures that private water wells are in compliance with related requirements.

- Coordinates and attends meetings with local agencies and municipalities to plan for infrastructure improvements.
- Develops the Five Year Capital Improvement Plan.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the purposes, principles, terminology and practices employed in the development and maintenance of roads, drainage systems, and water and wastewater systems.
- Knowledge of civil engineering principles and practices.
- Knowledge of engineering and construction contract management.
- Knowledge of related local and state laws, procedures and policies.
- Knowledge of budget development and management principles.
- Knowledge of computers and job related software programs.
- Skill in planning, organizing, directing and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the development and interpretation of engineering sketches.
- Skill in the preparation of clear and precise administrative reports.
- Skill in preparing and administering budgets.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The County Judge assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include engineering practices and methods; building, electrical, plumbing and life safety codes; emergency management procedures; accounting practices; Texas Department of Transportation policies and procedures; Webb County civil service rules and regulations; and other state and county policies and procedures. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, engineering, and supervisory duties. The variety of projects to be managed contributes to the complexity of the position.
- The purpose of this position is to manage the county's engineering and utilities operations. Success in this position contributes to a well maintained and safe county infrastructure.

CONTACTS

- Contacts are typically with co-workers, other county personnel, elected and appointed officials, other engineers, architects, engineering designers, surveyors, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, or walking. The employee occasionally lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office or outdoors, occasionally in cold or inclement weather. The employee may be exposed to dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, and irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Assistant County Engineer (1), Utility System Manager (1), Engineering Project Manager (1), and Office Manager – County Engineer (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree from an accredited college or university in a course of study related to the occupational field.
- Must have five to seven years of related experience.
- Certification as a Professional Engineer in the State of Texas.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is not covered* under Civil Service; however, all other Webb County policies apply.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date