

GARRETT COUNTY GOVERNMENT

JOB DESCRIPTION

JOB TITLE: Civil Engineer
DEPARTMENT: Public Works
DIVISION: Utilities
REPORTS TO: Division Chief – Utilities
FLSA STATUS: Exempt

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.

JOB SUMMARY:

The position involves designing, planning, and implementing county infrastructure and engineering work involved in water and wastewater projects. This position will work on projects from conception to completion including study, design, consultant, supervision, construction observation and inspection. The Civil Engineer will provide professional engineering services, technical guidance to engineers, consultants and other staff. This position will report to the Public Utilities Division Chief to facilitate accomplishment of objectives and goals.

ESSENTIAL JOB FUNCTIONS (not all inclusive):

- Design or oversee projects involving provision of potable water and disposal of wastewater.
- Consults with and provides guidance to project stakeholders and managerial staff regarding engineering requirements for construction of various projects.
- Plans and develops accurate and detailed scope of work for various capital projects and engineering services to ensure effective procurement as well as minimize change orders and project delays.
- Provides evaluation of proposals for projects/consulting services.
- Determines the necessary permits and helps ensure that projects progress properly.
- Estimates materials, equipment, and labor needed to determine project costs.
- Drafts and presents reports on topics related to projects such as environmental impact statements, right-of-way descriptions, etc.
- Coordinates with funding agencies for project financing.
- Coordinates with finance department to ensure proper funding is in place and all procurement policies and funding requirements have been met.
- Maintains project records, and relevant related documentation.
- Interacts with federal, state, and local agencies related to projects.
- Responsibilities include planning, assigning, and directing work.
- Other duties may be assigned.

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 of Science Degree in Civil or Mechanical Engineering.
- Five (5) years' experience in water and wastewater infrastructure design/construction.

Knowledge, Skills, and Abilities:

- Position requires the detailed knowledge of engineering practices in the design and maintenance of water and wastewater infrastructure components such as water plants, distribution lines, wastewater plants, collection lines, and pump stations
- Proficient in computer-assisted design (CAD) and other designs, data recording, and analyzation software.
- Excellent written and verbal communication skills. Strong organizational and time management skills.
- Must have a thorough knowledge of all local, state and federal regulations involving water and wastewater infrastructure; Must be a licensed professional engineer in the State of Maryland.
- Must be able to properly supervise staff personnel in order to complete heavy workload; May involve several days of traversing across rough terrain during inclement weather.
- Must be able to effectively correspond with other agencies, contractors, consultants, and the general public both in writing and verbally.
- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations; Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- Ability to prioritize and apply problem-solving techniques to County projects, including bridge replacement, and to apply engineering judgment to these projects. Must demonstrate the ability to draw logical conclusions and make educated decisions based upon this judgment, all in consideration of associated costs.

Certificates and Licenses:

- Valid driver's license
- Professional Engineer's License State of Maryland

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

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.

- This position requires flexibility in mobilizing to any part of the County on short notice; traveling to inspect construction sites for all County projects in all weather conditions. Person in this capacity must also be able to travel rough terrain for surveying and construction layout duties.

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.

- This position requires work to be done both indoors and outdoors. The indoor work environment is in a clean office setting, where interruptions, noise, and fumes are moderate. The outdoor work environment consists of conditions such as extreme heat, extreme cold, snow, ice, rain, wet and humid conditions, dusty or dry conditions, wind, sunshine, and odors. Work tasks may be performed in close proximity to moving construction equipment, vehicles, and parts with times of extreme noise. Safety of staff and the public is first priority.