

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: ASSOCIATE COUNTY ENGINEER
CLASS CODE: 1110
EFFECTIVE DATE: Amended 06/05/07 (Revised 3/3/98 version)
MARKET POINT: Based on applicable market study

DEPARTMENT: Public Works

JOB SUMMARY

Supervises activities of assigned Public Works divisions. Supervises and performs engineering activities relating to utilities, development, roadway, and traffic.

CLASS CHARACTERISTICS

This is an assistant department head classification level.

ESSENTIAL FUNCTIONS

Supervises the reviews of development and redevelopment plans to ensure County interests are protected and standards are met.

Supervises and performs engineering studies for traffic accidents, law suits, traffic speeds and movement patterns, signing, and road/intersection design and construction using Federal guidelines.

Participates with Sheriff's department in night inspections of traffic control devices.

Coordinates the performance of traffic counts, and road, sign, bridge, and railroad inspections and required record systems.

Establishes performance standards for division managers and approves the hiring, termination, promotion, disciplinary actions, performance evaluations, and delegation of work assignments of assigned personnel.

Delegates work assignments and conducts performance evaluations of assigned personnel.

Oversees training activities of assigned personnel.

Approves vacation, sick, and other leave and approves time cards and payrolls.

Resolves employee disputes and conflicts and makes recommendations for final disposition.

Responds to requests and complaints from the public and directs to appropriate division.

Assists Director in efforts to establish and maintain financial accountability throughout the department including budget preparation, capital improvements budgeting and resolution, and survey filing law administration.

Writes various reports and prepares requests for proposals, bids, specifications, engineer's estimates and contracts.

Develops and implements policy and procedures manuals.

Coordinates County negotiations and planning for major construction and remodeling efforts.

Responds to traffic accident scenes on an on-call basis as assigned to represent Utah County's interests.

Supervises the on-scene investigation and collection of evidence and factual data at the scene of traffic accidents.

Determines, calculates and explains the sequence of events that occurred at a traffic accident by establishing causes, speeds, occupant positions, and contributing factors.

Prepares accident investigation reports for the Sheriff's Office, Attorney's Office, and the County Insurance Carrier.

Testifies, explains, and defines the investigation in court as an expert witness.

Acts as the County Engineer in the absence of the County Engineer.

Oversees the County's storm water and flood activities.

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KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain cooperative working relationships with those contacted in the course of work activities; Skill in word processing and basic computer programs; Skill in algebra, trigonometry, geometry, accounting, surveying, and advanced math; Ability to apply the principles of science, physics, dynamics, mechanics, momentum, energy, and friction; Knowledge of applicable Federal and State regulations and codes relating to traffic control and devices; Skill in applying the principles of engineering; Knowledge of driving strategy and tactics for trains, trucks, automobiles, motorcycles, and pedestrians; Skill in interpersonal communication; Knowledge of modern office practices and procedures; Ability to communicate effectively verbally and in writing; Ability to maintain files, records, and reports; Skill in document composition including investigative reports and court case presentations; Ability to coordinate multiple tasks efficiently; and Knowledge of public administration, personnel management, budgetary procedures, and supervisory techniques.

PHYSICAL DEMANDS

Typically sit a desk or table; Occasionally walk, stand, or stoop; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 60 pounds; Use tools or equipment requiring a high degree of dexterity; Regularly drives a motor vehicle; and Communicate via radios.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an environmentally controlled room; Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; and Work exposes incumbent to possible bodily injury when performing field work.

EDUCATION AND EXPERIENCE

Equivalent to a Bachelor's Degree in Civil Engineering including Masters Level classes in traffic engineering, geometric highway design, highway safety, and risk management; Completion of 180 hours of a Traffic Accident Investigation and Reconstruction Courses; and eight (8) years of work experience performing civil engineering activities including four (4) years in a supervisory capacity and one (1) year of traffic accident investigation experience.

LICENSING AND CERTIFICATION

Incumbent must possess a valid Utah Professional Engineers License; and Incumbent must possess a valid State of Utah drivers license.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.