

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: SEPTEMBER 15, 2015**  
**CLOSING DATE: SEPTEMBER 29, 2015**

**DEPARTMENT:** Public Works Engineering

**POSITION:** Design Engineer

**LOCATION:** Globe

**JOB CODE:** 15-088

**ANNUAL SALARY:** \$47,436.00-\$53,128.00 DOE

### PURPOSE OF THE JOB

This position is responsible for the design and construction of County public improvement projects. Performs specialized functions related to the County's engineering projects, such as work on roads, bridges and drainage. This position uses computer programs to do engineering analysis, prepares construction plans and exhibits using CAD and GIS and creates engineering related specifications, reports and studies. Performs field inspections related to design projects to assure compliance with plans and specifications. Works with survey and right-of-way staff as needed to support project design. Works with other government, utilities and private entities as needed on specific projects involving development impacting public right-of-way and in support of other County interests. Work assignments are usually broad in scope and require the use of judgment in making difficult technical decisions.

### SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Plans and designs County improvement projects, following applicable standards, using Computer-Aided Design (CAD) and other design software.	30%
• Reviews survey data, maps, drawings, aerial photography, and other topographical data to plan projects while applying general engineering rules to specific problems to produce practical solutions.	20%
• Inspects projects to monitor progress and ensure conformance to design specifications and standards. Reviews grading and drainage applications to ensure that County requirements are being met; inspects grading and drainage projects sites to ensure plans are being followed.	20%
• Reviews the work of consultants and contractors for compliance with standards and specifications. Reviews and comments on project drawings related to County infrastructure.	20%
• Develops signing and striping plans for County roadways using adopted traffic control manuals.	10%
• Performs other duties as assigned.	

### BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

### PROJECT RESPONSIBILITIES

Provides project resource allocation based on pre-approved resources on capital development projects, quality assurance projects, process improvement projects and technology projects.

### ORAL COMMUNICATION DUTIES

This position explains County procedures, responds to public inquiries and conducts meetings.

### WRITTEN COMMUNICATION DUTIES

This position creates or edits internal memos, emails, formal letters and reports.

### INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

### INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Frequently (More than 25% but less than 40% in a year)

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**MINIMUM EDUCATION REQUIRED**

Associate's Degree in Civil Engineering required.

**MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED**

Seven (7) years civil engineering design/construction/land surveying experience; or equivalent combination of education, training and experience.

**PROFESSIONAL CREDENTIALS REQUIRED/PREFERRED**

None

**KNOWLEDGE REQUIRED**

Engineering and technology, excavation, grading and compaction, transportation and transportation technology.

**SKILLS REQUIRED**

Analytical thinking, critical thinking, problem solving, developing alternative solutions, technology design, quality control analysis, using scientific rules and methods and multi-tasking.

**ABILITIES REQUIRED**

Deductive reasoning, makes sense of multiple data, read and write at college level, solve problems sensibly and swiftly and solve problems with inductive reasoning.

**PHYSICAL DEMANDS**

- Regularly sits to operate computers and complete reports.
- Occasionally lifts up to 25 lbs. of work related materials, equipment, tools, and/or gears.
- Regularly requires dexterity for keyboard operation.
- Incumbents in this position may be required to occasionally walk to and from work sites, bend, stoop and occasionally kneel.

**WORK ENVIRONMENT**

Incumbents in this position regularly spends time in office environment, occasionally spends time in outdoor areas, in and around outside construction areas and in automobile.

**SAFETY RISK EXPOSURE**

Incumbents in this position are generally not exposed to safety risk; occasionally may become exposed to extreme temperature, mechanical hazards, noise and vibration, wetness and humidity when conducting work outdoors.

**PROTECTIVE GEAR & SAFETY MANUALS**

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department. May occasionally require eye protection device and a hard hat.

**CONSEQUENCES OF ERROR**

Potential errors can have legal ramifications, loss of funding, loss of organization's credibility.

**NOTICE:** APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.