

GILA COUNTY HUMAN RESOURCES
JOB ANNOUNCEMENT
 1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: JUNE 3, 2020
OPEN UNTIL FILLED

DEPARTMENT: Public Works Engineering

POSITION: County Engineer

LOCATION: Globe

JOB CODE: 20-026

ANNUAL SALARY: \$77,142-\$102,214 DOE

PURPOSE OF THE JOB

The purpose of this position is to plan, direct, and administer the activities of the Engineering Division and to provide engineer input and approval to a wide variety of complex engineering work in the planning, design, and construction of public works projects, other projects requiring civil engineering evaluation and floodplain administration activities. This position provides engineering input to County staff regarding floodplain administration, drainage projects and grading permits. Reviews and approves the civil engineering requirements of proposed subdivision developments. This position oversees the following work teams: Survey, GIS/Rural Addressing, Construction Project Management, Roadway Signage and Floodplain Administration. This position is also responsible for budgeting capital projects associated with County roads and floodplain mitigation projects and the associated division annual budget. This position also ensures all safety policies and procedures are followed.

SUPERVISORY RESPONSIBILITIES

Regularly assigns work to other employees and supervises related activities. Provides recommendations on hiring employees, scheduling work hours of employees, evaluating performance of employees, handling employee grievances, employee training, granting time off, employee promotions, employee salary increases, employee disciplinary actions, employee coaching.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
<ul style="list-style-type: none"> Provides technical input to project managers and surveyors to develop in-house designs for road improvement, road maintenance, drainage projects, or flood mitigation projects and oversees the preparation of exhibits, maps and legal documents associated with the projects. 	20%
<ul style="list-style-type: none"> Provides technical support and oversees the following: the floodplain permitting required to comply with the National insurance Program, Gila County Floodplain Management Ordinance, and State of Arizona floodplain requirements; the drainage permitting required to comply with the Gila County Grading and Drainage Ordinance; the right-of-way permitting required to comply with the Gila County Right-of-Way Ordinance. 	20%
<ul style="list-style-type: none"> Liaises with consultant engineers hired to design County projects and provides input, comments, and feedback during course of design to insure compliance with County objectives. 	10%
<ul style="list-style-type: none"> Prepares a 5-year plan for paved road maintenance; both as an outlook of future capital requirements and as input for annual budgeting purposes. Oversees the annual budget, pertaining to capital projects, for the division. 	10%
<ul style="list-style-type: none"> Prepares board agenda items and presents to the Board of Supervisors as required to obtain project approval and funding. Provides work sessions to the Board of Supervisors as necessary to obtain directional input on strategies and projects and/or to provide updates on project status. Responds to request for information from Board of Supervisors as required. 	10%
<ul style="list-style-type: none"> Provides information to the public, via public meetings or media, regarding all aspects of the Engineering Division, supports staff and elected officials at public meetings to share County projects and initiatives and works with staff to resolve public complaints referred to the Engineering Division. 	10%
<ul style="list-style-type: none"> Verifies and places civil engineering seal on yearly report of County road miles to Arizona Department of Transportation (ADOT) for Highway User Revenue Fund (HURF) determination. Complies with State Statute requirements A.R.S. Title 11, 561-563. 	10%
<ul style="list-style-type: none"> Supervises assigned work staff, supports staff in developing individual annual work objectives and provides technical engineering assistance. 	10%
<ul style="list-style-type: none"> Performs other duties as assigned. 	

BUDGET RESPONSIBILITIES

This position reviews, approves for submission and presents division level budget. This position prepares, aligns with County Strategic Plan, justifies, submits and presents division level budgets for division operating expenses and capital projects.

PROJECT RESPONSIBILITIES

Provides project resource allocation based on pre-approved resources on technology projects. Initiates, communicates, reviews, approves and communicate reports on organizational planning projects. This position initiates and provides technical support and oversees road maintenance, road construction, drainage, and flood mitigation projects. Reviews, approves and communicates project reports.

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ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures or processes, responds to public inquiries, participates in meetings, gives presentations, speaks with the media, negotiates and persuades and conducts meetings. This position also resolves public and internal complaints.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails, Board of Supervisor agenda items, procedures, press releases, proposals and grant submittals, reports, and formal letters.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, the public, Board of Supervisors, regulatory bodies, and other Institutions over the telephone, by email, and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Continuously (More than 70% but less than 85% in a year)

MINIMUM EDUCATION REQUIRED

Bachelor's Degree in Civil Engineering.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Five (5) years civil engineering design/construction experience; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED/PREFERRED

State of Arizona Civil Engineering Professional Registration and ASFPM Certified Floodplain Manager.

KNOWLEDGE REQUIRED

Administration and management; customer and personal service; engineering and technology; building and construction; National Flood Insurance Program regulations and other Federal, State and Local laws, regulations and statutes as they pertain to County roads, drainage and floodplain administration.

SKILLS REQUIRED

Initiative; active learning; active listening; analytical thinking; critical thinking; problem recognition; problem solving; communicating diplomatically; customer service; time management; operating special gadgets; multi-tasking; computer aided drafting operation of GPS surveying equipment and software.

ABILITIES REQUIRED

Generate fluent new and useful ideas; recognize and solve problems sensibly and swiftly; solve problems using deductive reasoning, and multi-task. Fully and quickly comprehend spoken words; express one's self orally; perform arithmetic operations; read and write at professional level.

PHYSICAL DEMANDS

- Occasionally stands to present and attend to customers.
- Regularly sits to operate computers.
- Occasionally lifts up to 25 lbs. of work related materials, equipment or tools.
- 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 and twist.

WORK ENVIRONMENT

Incumbents in this position regularly spends time in office environment, occasionally spends time in outdoor areas, in and around outside construction areas, roads or heavy equipment operation areas and in automobile.

SAFETY RISK EXPOSURE

Incumbents in this position are generally not exposed to safety risk; occasionally may become exposed to telephone verbal abuse by customers, or citizens and individuals with high level of emotional distress, extreme temperature, 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 result in property damage, individual injury, or loss of life.

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.