



Pike County

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

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| Class Title | County Engineer |
| Class Code Number | 3195 |
| Class Grade | T |

GENERAL STATEMENT OF DUTIES

Oversees, plans and directs the operations and activities of the County's Road Department in the maintenance and construction of all County roads and bridges at the behest of the Pike County Commission; performs directly related work as required. The principal function of an employee in this class is to supervise and direct all Road Department personnel in the maintenance and construction of all County roads and bridges. The work is performed under the direction of the Pike County Commission, but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over all County Road Department personnel. Serves as the County's Floodplain Administrator and Custodian of Subdivision Regulations. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with the County Commissioners and other County representatives and personnel, and the general public. The principal duties of this class are performed in a general office and an outdoors environment.

TYPICAL JOB DUTIES

- As the department head of the Road Department, the County Engineer is responsible for overseeing the operations of the County Road Department to include the planning, design, construction and maintenance of the Pike County Road System.

- The County Engineer is designated as the Pike County Floodplain Administrator responsible for ensuring that all development follows ordinances and the FEMA's National Flood Insurance programs.
- The County Engineer is responsible for ensuring that all development of property/land within Pike County's Subdivision Jurisdiction is in compliance with the Pike County Subdivision Regulations.
- Responsible for coordinating with other jurisdictions and municipalities to be in compliance with local, state and federal laws such as approving all final plats in all jurisdictions with Pike County.
- Advises the County Commission on highway needs and highway department capabilities to aid the Commission in setting construction and maintenance priorities;
- Coordinates the Commission's project priorities with available resources, including submitting a proposed plan and performance budget, and scheduling work assignments for department personnel;
- Establishes work procedures and standards, and delegates authority as required, including setting work policies and technical standards, establishing training programs, and by conferring with on-site supervisors on a regular basis;
- Monitors the all work performed by reviewing evaluation reports submitted in meetings, and performing regular inspections;
- Stays abreast of all project needs and current conditions, to ensure all work is scheduled in an efficient manner, and to keep the County Commission advised of the current condition of each County project;
- Prepares and monitors the Road Department Budget as required;
- Supervises and directs all Road Department personnel in the maintenance and construction of all County roads and bridges;
- Performs engineering and surveying work required to prepare and maintain maps, plans, and records;
- Maintains all accounting records regarding highway construction and maintenance;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Civil Engineering; and
- Extensive experience in the maintenance and construction of public highways and bridges; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.
- Valid Alabama Driver's license.
- Professional Engineers License from the State of Alabama.

PERFORMANCE APPRAISAL COMPETENCIES

Oral Communication & Comprehension, Professionalism & Integrity, Researching & Referencing, Reviewing, Self-Management & Initiative, Teamwork & Interpersonal, Technical & Job Specific Knowledge, Written Communication & Comprehension.

ALL COMPETENCIES

- Adaptability & Flexibility.
- Computer & Technology Operations.
- Creativity & Innovation.
- Customer Service.
- Leadership & Management.
- Learning & Memory.
- Mathematical & Statistical Skills.
- Oral Communication & Comprehension.
- Physical Abilities.
- Planning & Organizing.
- Problem Solving & Decision Making.
- Professionalism & Integrity.
- Researching & Referencing.
- Reviewing, Inspecting & Auditing.
- Self-Management & Initiative.
- Teamwork & Interpersonal.
- Technical & Job-Specific Knowledge.
- Technical Skills.
- Training & Facilitation.
- Written Communication & Comprehension.

CRITICAL KNOWLEDGES

- Comprehensive knowledge of the principles and practices of civil engineering and design, including the materials, methods, and practices of County public works construction;
- Comprehensive knowledge of Federal, State and County rules, regulations and codes relating to County projects;
- Comprehensive knowledge of construction law and bonding requirements;
- Ability to effectively lead, motivate, organize, supervise, train, and evaluate department personnel in the maintenance and construction of County roads and bridges;
- Comprehensive knowledge of measuring equipment and principles to establish lines and grades;
- Comprehensive knowledge of the survey practices and procedures;
- Ability to perform bridge inspections to determine if the bridge is safe for public use;
- Ability to perform basic mathematical computations appropriate to assigned survey responsibilities;
- Ability to operate County vehicles and other related equipment efficiently and safely;
- Ability to effectively perform surveys as assigned;
- Ability to work outdoors in physically demanding conditions;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

WORK ENVIRONMENT

Work is almost exclusively indoor in an office setting. Must know how to operate basic equipment such as computer, printer, scanner, etc. Outdoor work is included depending on situation.

PHYSICAL DEMANDS

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee efficiently monitor the maintenance and construction work performed on County roads and bridges;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a County vehicle and efficiently use related computerized equipment and manual drafting tools;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to visit proposed and on-site projects throughout the County.

Survey Year: 2021