

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

COUNTY ENGINEER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide consultation to county administrators and commissioners on engineering activities, and to perform managerial and administrative work associated with engineering. Duties and responsibilities include planning and directing departmental activities, including engineering office, Public Works, and the National Pollution Discharge Elimination System (NPDES), as set forth in the Clean Water Act. Position is also responsible for monitoring construction projects, making recommendations, supervising assigned employees, developing and administering budget, maintaining records, and performing other functions as appropriate. Reports to County Mayor.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processes employee concerns and problems, directs work, counsels, and disciplines.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Plans and directs department operations and activities, including operations of engineering office, Public Works, and NPDES.

Demonstrates knowledge of applicable laws, ordinances, regulations, and guidelines pertaining to the Clean Water Act Phase II NPDES, coordinates creation and compliance of an ordinance with the Citizens Stormwater Advisory Committee, and ensures that the county meets the requirements as outlined in the Notice of Intent for Stormwater as approved by the state; decides upon procedures to be implemented by the county, maintains standards, and resolves problems as they relate to this program.

Supervises the activities of the county public works program; utilizes knowledge of zoning ordinances, construction standards, flood plan regulations, and best management practices as stated in the BMP manual.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Consults with County Mayor, Public Works Committee, Storm Water Advisory Committee, and other officials to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; prepares/presents monthly reports to Public Works Committee; communicates with County Mayor regarding departmental issues; advises and makes recommendations.

Rutherford County, Tennessee • County Engineer

Serves as primary engineering counsel to the county; assists other departments with engineering requests as appropriate.

Evaluates real property prior to purchase by the county to include examination of HVAC, roof inspection, structural issues, plumbing, lead paint issues, asbestos, flooding, geotechnical reports, Phase I Environmental Site Assessment, existing permits or conditions, and/or other concerns.

Coordinates department activities with state environmental regulators, other departments, outside agencies, or others as appropriate.

Interprets and ensures compliance with environmental regulations, zoning ordinances, subdivision regulations, flood plain regulations, construction standards, and all other applicable codes, ordinances, construction drawings, specifications, policies, and procedures; ensures safety of job sites through adherence to established safety guidelines, observance of safety measures, and use of safety equipment; informs contractors of any violations; initiates any actions necessary to correct deviations or violations.

Reviews subdivision plats, site plans, and related documentation for compliance with applicable regulations and ordinances; receives/reviews documentation from Director of Planning regarding subdivision/site plan reviews and recommendations; prepares monthly oversight for presentation.

Visits sites within the county to assess various issues, questions, complaints, or other engineering-related matters.

Monitors contractor performance on major construction projects within the county.

Oversees investigation of major drainage problems and performs the necessary corrective actions.

Develops and administers department budget; monitors expenditures to ensure compliance with approved budget.

Reviews and interprets construction drawings, plans, specifications, blueprints, and architectural drawings.

Prepares or completes various forms, reports, correspondence, budget documents, purchase requisitions, or other documents.

Receives various forms, reports, correspondence, contractor payment requests, budget reports, plats, site plans, construction drawings, blueprints, specifications, codes, regulations, standards, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, surveying, or other software programs including Microsoft Office products, Arc Info, and Arc GIS.

Monitors inventory of department equipment and supplies; ensures availability of adequate materials to conduct work activities; initiates orders for new/replacement materials.

Provides assistance and information to the public regarding ordinances, regulations, procedures, documentation, fees, or other issues; responds to routine questions or complaints, researches problems, and initiates problem resolution.

Communicates with employees, other departments, county officials, contractors, developers, engineers, the public, outside agencies, homeowners and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends various meetings, serves on committees, and makes speeches or presentations as needed.

Maintains a comprehensive, current knowledge of applicable regulations/guidelines; maintains an awareness of new methods, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Operates a motor vehicle to conduct site visits or other work activities.

Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Civil Engineering or closely related field; supplemented by five (5) years previous experience and/or training that includes progressively responsible civil engineering, budget administration, basic knowledge of hydrology and hydraulics and soil characteristics, familiarity with federal and state agencies, and management/supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Professional Engineer (P.E.) registration. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Include exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Include the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize synthesis data and information, as well as reference, descriptive, design, advisory, and consulting data and information as applicable.

Mathematical Aptitude: Requires the ability to perform moderately complex algebra, geometry, and trigonometry operations; ability to utilize principles of basic probability, and statistical inference.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate depth and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature extremes, traffic hazards, or bright/dim light.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Estimated Total Hours: 2 Maximum Continuous Time: 15 minutes

2. SITTING

Estimated Total Hours: 4-5 Maximum Continuous Time: 1

3. LIFTING/CARRYING

Objects:

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs		X			
26-50 lbs			X		
51-75 lbs			X		
76-100 lbs			X		
>100 lbs					

4. CLIMBING

Tasks: Climbing stairs

5. BENDING/SQUATTING/KNEELING

Tasks: picking things up

Frequency: Daily

6. REACHING

Tasks: Reaching for files or Boxes

Hands Used: RIGHT LEFT BOTH X

7. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature		X
Noise	X	
Fumes		X
Cramped Quarters		X
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges	X	
Vibration	X	
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>75</u> % of time
Outside	<u>25</u> % of time

8. OTHER JOB DEMANDS

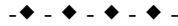
Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

9. LIST TOOLS, EQUIPMENT AND MATERIALS USED:

GPS, Survey Equipment, Computer equipment, vehicle

10. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		
Grasp	X		
Fine Motor i.e: writing, twisting hands or wrist, etc	X		



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Exemption Status Test (Licensed Professional Employee)

~ The following questions to determine whether you've misclassified a worker as a learned professional:

1. Is the employee's primary duty to perform work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction?
2. Is the advanced knowledge obtained by completing an academic course of study resulting in a four-year college degree or leading to certification?
3. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

YES	NO	Don't Know
✓		
✓		
✓		

Employee's Signature

Supervisor's Signature

Date

Date