

RUTHERFORD COUNTY, TENNESSEE CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

PROJECT ENGINEER

PURPOSE OF CLASSIFICATION

The purpose of this job is to provide assistance to the County Engineer in the technical areas concerning the roadways, drainage, to include hydrological and hydraulic studies, retention and detention areas, erosion controls, and transportation engineering models and studies as they pertain to Rutherford County. This will be accomplished by reviewing problem sites in the county as directed. Duties and responsibilities include reviewing plans and permits for compliance, performing studies using hydrological and hydraulic models, updating technical specifications, implementing appropriate procedures, ordinances and checklists, developing and maintaining a storm water system map and database, researching information and preparing reports, and developing project cost estimates. Reports to County Engineer.

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.

Reviews site plans, subdivision plans and grading permits for compliance with County Street and Subdivision Standards, including review of storm drainage and street technical submittals from consulting engineers.

Performs hydrological and hydraulic models and studies to determine impact to drainage way capacity from development.

Updates the technical specifications and typical standards for the County Subdivision Regulations Specifications.

Develops and implements review procedures for subdivisions and site plan development including routing procedures and checklist requirements.

Designs and manages the plans and activities of the county public works program.

Develops and maintains storm water system map and database.

Develops and implements erosion and sedimentation control ordinances and program for development and compliance with the Clean Water Act.

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; uses Computer Aided Drafting (CAD) design work utilizing ACAD 14 on both personal computers and workstations for County designed engineering projects.

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.

Performs hydrological and hydraulic models to minimize flooding in the County.

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.

Researches information and prepares reports.

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

Develops project cost estimates for capital budgets.

Attends meetings including those scheduled before and after normal working hours as directed; schedules meetings with property owners to discuss relevant projects and to retrieve signatures.

Accesses archive files to retrieve information.

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.

Provide project management on a variety of engineering assignments.

ADDITIONAL JOB FUNCTIONS

Enters data into computer, prepare maps, answers telephone, and runs errands. Moves office furniture and equipment as needed.

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

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Civil Engineering or closely related field; or any combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Licensure as a Professional Engineer is required. Must possess and maintain a valid Tennessee driver's license and have legal authorization to work in the United States of America.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes 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 provide guidance, assistance, and / or interpretation to others regarding the application of procedures and standards to specific situations.

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 algebraic and geometric 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 that generally involves some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds); may occasionally involve heavier objects and materials (up to 100 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: 2.5 Maximum Continuous Time: 1

2. SITTING

Estimated Total Hours: 7 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				X	

4. CLIMBING

Tasks: Walking property

Height: 1-5 feet

Frequency: Weekly

5. BENDING/SQUATTING/KNEELING

Tasks: Picking things up

Frequency: Daily

6. REACHING

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	50 % of time
Outside	50 % 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, 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.

Employee's Signature

Supervisor's Signature

Date

Date