

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: 2009/20010 Classification and Compensation Schedule and Public Works Staff
Engineer Job Description

REQUESTED ACTION: Amend the 2009/2010 Classification and Compensation Schedule to reflect the organizational change to the Public Works division and approve the Staff Engineer job description for Public Works (Staff recommends approval)

Work Session (Report Only) **DATE OF MEETING:** 5/25/2010
 Regular Meeting Special Meeting

CONTRACT: N/A Vendor/Entity: _____
Effective Date: _____ Termination Date: _____
Managing Division / Dept: _____

BUDGET IMPACT: \$19,435.68 (savings)
 Annual **FUNDING SOURCE:** _____
 Capital **EXPENDITURE ACCOUNT:** 103-340-541-1200
 N/A

HISTORY/FACTS/ISSUES:
Due to the vacancy of the Assistant Public Works Director of Project Planning and Engineering it was necessary to review the organizational structure of the Public Works Division. It was determined that there is no longer a need for this position, however there is a need for a Staff Engineer position. The Staff Engineer will work directly with outside contractors and coordinate with regulatory and regional agencies related to engineering projects. The Staff Engineer job descriptions (see attachment A) provides for this direction. Approving these revisions will reduce the budget and will allow the Division to more adequately meet the needs of the County.

Attachment A

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BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION

JOB TITLE: Staff Engineer

DEPARTMENT: Road and Bridge

DIVISION: Public Works

GENERAL DESCRIPTION:

Responsible and advanced technical work in connection with several career fields of engineering or surveying performed in the field, or office.

ESSENTIAL JOB FUNCTIONS:

1. Organizes, plans, leads, and controls professional consultants and inspection personnel in the engineering review, planning, financing, acquisition, design, construction, operation, and maintenance of county roads, rights-of-way, bridges, and traffic control systems. Provides technical input on the Development Review Committee to assist the County Planning Director in review of proposed development and projects.
2. Works directly with outside contractors including, but not limited to: architects, engineers, contractors, and specialists. Reviews engineering plans and studies, checks preliminary and final designs. Acts as liaison between the contractor and County.
3. Tracks the progress of road construction projects by visiting construction projects at frequent intervals to assure that plans, specifications, codes, and regulations are being observed and followed. For projects behind schedule, plan of action will be devised and recommended for implementation.
4. Assures the accurate review and interpretation by staff of specifications, plans, service agreements, codes, regulations, permit conditions, standards, and laboratory analysis. Reviews Federal and State regulations, guidelines and publications for information related to road construction and maintenance activities.
5. Coordinates with regulatory and regional agencies related to engineering projects.
6. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by Public Works Director.
7. Regular attendance.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of principles, practices and techniques of surveying, civil engineering, road construction, or engineering inspections.
- Knowledge of engineering standards, practices and techniques for design, construction, operation, and maintenance of roads and bridges.
- Knowledge of mathematics, through algebra and geometry.

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Deleted: /Solid Waste/Mosquito Control

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Deleted: and technical county staff members

Deleted: Provides administrative oversight and assistance for Solid Waste and Mosquito Control Departments.

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Deleted: <#>Reviews existing work processes, work relationships, space utilization, equipment needs, computer operations, and manpower and equipment utilization; promotes effective operations through standardization, improvement, simplification, and installation of new operating systems. Develops and implements approved organizational and administrative changes. ¶ ¶

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Deleted: <#>Supervises the Engineering Technicians, Mosquito Control Operations Coordinator and Solid Waste Operations Coordinator. Provides training and assistance to the Engineering Technicians, mosquito control and solid waste staff. Assigns projects and evaluates their work performance. Reviews reports and documents for accuracy. ¶ ¶

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- Knowledge of methods, material and equipment common to public works/civil/environmental engineering projects.
- Knowledge of State of Florida Department of Transportation standards and specifications for road and bridge construction, latest edition.
- Ability to read and interpret complex engineering plans and specifications.
- Ability to make engineering computations quickly and accurately, use of engineering calculator.
- Ability to communicate clearly and concisely both verbally and in writing.
- Ability to understand and follow oral and written instructions.
- Ability to perform specific technical duties.
- Ability to access, input and retrieve information from a computer.
- Ability to supervise the work of Engineering Technicians.
- Ability to utilize Stormwater software for calculations to confirm design and to support Public Works operations.
- Ability to utilize Geographic Information Systems.

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EDUCATION AND EXPERIENCE:

- Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering.
- Three (3) years experience in civil engineering and surveying.

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[A comparable amount of training, education or experience may be substituted for the above minimum qualifications.]

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License of the correct class for the vehicle driven, and a driving record acceptable to insurance provider.
- State of Florida, Professional Engineer Certification.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Physical stamina to work outdoors, occasionally under adverse weather conditions.
- Ability to operate a motor vehicle.

ENVIRONMENTAL CONDITIONS:

- Works inside
- Works outside in varying weather conditions
- In or with noisy conditions

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Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Exempt Status

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05/25/10

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