

PUBLIC WORKS PROJECT ENGINEER

DEFINITION

Under general supervision, performs a variety of paraprofessional and complex technical civil engineering related work, analytical and resource management activities, including, project administration, funding application, implementation of contracts with various engineering consultants and designers, and coordination of new property development projects, application of general plan, zoning and standard plan details; performs other public works projects as required.

DISTINGUISHING CHARACTERISTICS

This is a position within the General Employees Unit, which provides technical, analytical and administrative support for the Amador County Department of Transportation and Public Works. An incumbent in this class is expected to work independently, and could be responsible for the coordination, management and supervision of County Public Works projects, and review and conditioning of development projects along with verification of completion of conditions. May provide lead direction for other technical staff.

REPORTS TO

Senior Project Engineer or Community Development Director

CLASSIFICATIONS DIRECTLY SUPERVISED

None

ESSENTIAL FUNCTIONS

- Prepare technical specifications and request for bids for construction
- Prepare requests for qualifications and request for proposals for professional services
- Document preparation and reporting to other public entities
- Provide support in coordination with various engineering consultants and designers for review and approval of improvement plans proposed by others, or to develop construction plans for county construction projects
- Development and review of environmental document and reports
- Assist in meetings with developers, environmental consultants, engineers, contractors and traffic consultants
- Track contract milestones and deliverables to ensure conditions are satisfied prior to processing payment.
- Develop and implement improvements to processes
- Document projects to demonstrate consistency with funding sources
- Develop grant funding sources for Public Works Projects

- Assist in review of Environmental Impact Reports, TIS, and preliminary designs
- Perform plan checking, right of way investigation, construction implementation and project completion documentation and closeout
- LAFCO review and coordination
- Participate in Technical Advisory Meetings
- Traffic Study analysis and comment
- Development of development project conditions
- Provide coordination with outside agencies such as the Amador County Transportation Commission
- Prepare speed studies and traffic counts

Other Responsibilities as Required:

- Coordination with FEMA and CalEMA for storm damage repair and reimbursements
- Maintain effective communication between engineering, technical, construction and regulatory agencies
- Maintain effective communication with general public and project applicants
- Clarify county policies, general plan and zoning requirements with respect to public works improvements
- Preparation of technical studies
- Presentation of data

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; ability to walk on slippery and uneven terrain; sufficient manual dexterity and eye-hand coordination to operate office and field engineering equipment; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX. Eyesight corrected to normal. Hearing corrected to normal.

TYPICAL WORKING CONDITIONS

Work is performed in both office and outdoor environments; some exposure to variances in temperature and weather conditions; continuous contact with staff and the public.

SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Practices, techniques, and equipment used in Public Works projects and operations
- Local, State and Federal legislation regarding Public Works project design, construction and funding
- Data collection and analysis
- Common public works construction methods and materials
- Use of computers and computer applications relative to administrative and research functions
- Contract administration
- General Plan, Zoning, standard plans
- Principles of public administration, budgeting and public relations

Ability to:

- Plan, organize and coordinate engineering and technical aspects of Public Works projects and operations
- Monitor and evaluate program performance according to established goals and objectives
- Prepare and effectively present oral and written reports, recommendations, and agenda items to management and staff
- Perform technical office and field support work in a variety of areas
- Develop accurate records, sketches, and notes
- Make accurate mathematical calculations and work with spreadsheets
- Interpret and ensure compliance with Federal, State and local codes, laws and regulations pertaining to Public Works programs and operations
- Establish and maintain effective working relationships with fellow employees, engineers, the public, representatives from other agencies and community organizations

Skilled In:

- MS Excel
- MS Word
- AutoCAD (Computer Aided Design)

TRAINING AND EXPERIENCE

Graduation from an accredited college or university with a B.A. or B.S. in the physical sciences, business administration, public administration, environmental management, or other related field,

OR

At least six years of experience in engineering, Public Works projects and programs,

OR

Certification as an Engineer in Training or Professional Engineer

Special Requirements

Possession of a valid Class C California Driver's License issued by the California Department of Motor Vehicles