

POSITION DESCRIPTION

DEPARTMENT: Engineering

POSITION TITLE: County Engineer

GRADE: 7

EMPLOYMENT CATEGORY: Regular Full-time

STATUS: Exempt

REPORTS TO: County Administrator/County Commission

POSITION SUMMARY: Evaluate, program, and administer roadway and bridge construction projects using standard engineering methods, procedures, and criteria. Prepare and submit state and federal grant applications for identified contract construction needs in the county. Coordinate project development and construction with state and local agencies and engineering firms, obtain necessary permits, and provide oversight to ensure compliance with permit and project requirements. Serve as the Floodplain Manager for Barton County except for areas within incorporated cities. Provide technical assistance to townships relating to construction, repair and maintenance of roads and culverts. Supervise and direct the functions of County engineering staff.

FUNDAMENTAL JOB DUTIES:

- Prepare specifications, contract documents, and cost estimates for roadway resurfacing, pavement marking, small culvert replacement, and related repair projects.
- Facilitate the selection of an engineering firm for bridge replacement and repair projects, and for complex road and drainage projects. Comply with federal and state regulations for selection processes to comply with funding requirements.
- Act for the County in all matters relating to the construction and repair of bridges and county culverts, and the contract resurfacing of County asphalt roads.
- Provide oversight and verify compliance with federal and state regulations for County-maintained structures on regulated rivers, streams, and drainages. Prepare and submit applications for state and federal permits as required.
- Provide construction inspection services, including supervision of services performed by the Engineering Technician, on all contract construction projects for which Engineering department is available. Facilitate the selection of consultant inspection services as needed to meet funding requirements on State and Federal projects.
- Prepare inspection cost estimates on KDOT-funded projects, and manage agreements, documentation, and reimbursement requests to meet KDOT contract requirements.
- Acquire project right of way and easements as needed to meet project needs. Maintain certification as required by KDOT for right of way purchases meeting the Uniform Act, Code of Federal Regulations (CFR), Title 49, Part 24.
- Obtain and maintain KDOT Certified Inspector Training (CIT) certifications to be eligible to perform inspection services on state-funded projects. Also obtain and maintain KDOT's Pre-Project Certification Program certification as required for project management involving state and federal funding.
- Perform engineering studies including, but not limited to, speed, traffic volume, sight distance, regulatory and warning signage, and hydrology/hydraulics for small drainage projects.
- Administer the selection of engineering, geology, and surveying firms using processes that meet county, state, and federal program requirements.

- Coordinate with utility companies and contractors to assure compliance with the County's utility policy. Maintain records of approved utility permits.
- Maintain section corner reports for all corners, 1/4 corners and center of section corners found or set by surveyors, and assist surveyors by providing access to reports, road records, and surveying records that are maintained in the County Engineer's office.
- Serve as the Floodplain Manager for the County. Assist citizens, surveyors, and engineering firms by providing information and reviewing applications to ensure compliance with national floodplain management regulations.
- Issue Barton County Floodplain Development Permits. Maintain records of approved permits, floodplain site data provided, Letters of Map Amendment, Division of Water Resources permits, and floodplain maps.
- Assist state and federal agencies during floodplain mapping update projects. Update the Barton County Floodplain Management resolution as required for the adoption of updated mapping projects.
- Respond to reports of concerns involving damaged and deteriorated County roadways and culverts.
- Provide technical assistance to township officials. Advise the township board on possible methods of construction, repair, maintenance and improvement of township roadways and culverts.
- Submit the County Engineer's Annual report to the State in a timely manner. Have office staff obtain data and prepare the report to document roadway miles maintained and the funds expended on County and township roads, bridges, and culverts for the current year.
- Conduct the annual County Engineer's Township Meeting annually to advise township officials on road, bridge, and culvert issues, and to provide information on County services.
- **OTHER DUTIES**
- Attends continuing education programs as required. Keeps all licenses and certifications current as required by the Kansas Board of Technical Professions and State regulations.
- Performs other related duties as assigned.

EDUCATION:

Minimum Required: Bachelor's degree in Civil Engineering

Preferred: Master's degree in Civil Engineering

Licensure/Certification: Kansas Licensed Professional Engineer (PE), Certified Floodplain Manager Certification (CFM), valid Kansas Driver's License, and various certifications listed under job duties.

EXPERIENCE/SKILLS: Five years of related experience and/or training equivalent in the field of Engineering. Three years administrative and supervisory experience in engineering or public works. Requires excellent organizational, communication, and public relations skills. Knowledge of the materials, methods and tools involved in the construction or repair of roads and bridges. Knowledge of roadway laws, regulations, and traffic engineering principles. Experience with state and federal road and bridge programs. Experience with floodplain management. Ability to make effective presentations to management, public groups, and the County Commission. Proficient computer skills including word processing, spreadsheets, and GIS.

PHYSICAL REQUIREMENTS/ABILITIES: Work is primarily in an office environment with frequent trips to construction sites, sandpit, and roadway rights of way. Close mental and visual attention required. Occasionally lift and carry objects weighing over 50 pounds. Ability to operate a level. Ability to navigate rough terrain.

WORKING CONDITIONS/ENVIRONMENT:

Works primarily in a climate-controlled environment with adequate lighting and ventilation. Moderate noise from office machines, such as computers, printers, etc. Regularly drives vehicle; Occasionally works outdoors in inclement weather conditions. May encounter unsafe and dangerous situations on various project sites.

These specifications should not be interpreted as all-inclusive. Is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.

Printed Name _____

Employee Signature _____ Date _____

County Administrator Signature _____ Date _____

Engineer

REVISED: 5/2005; 10/2012; 3/2015; 11/2021