



**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**COUNTY ENGINEER
ECTOR COUNTY PUBLIC WORKS DEPARTMENT**

The prospective employee for this position will execute the following primary duties and must have the following Knowledge, Skills, and Abilities (KSA):

PRIMARY DUTIES

- Responsible for efficient field operations in all activities related to maintaining all county roads, drainage improvements, rights-of-way, and county parks.
- Assists the Director with the design of and estimates for Capital Improvement Projects and transportation improvements (culvert, ditch grades and minor roadway).
- Assists in ensuring compliance with all County policies and regulations, City, State, and Federal regulatory agency requirements and guidelines.
- Assists with developing the budget, approve expenditures, and ensure that expenses are within budget limits.
- Assists the Department Director to develop, implement, and maintain standard operating procedures for roadway systems, emergency response, workplace services and general department policies.
- Assists the Department Director in developing a comprehensive 5, 10, and 20-year preventative maintenance program for roads.
- Supervises all County road inspectors and surveyors.
- Responds to questions, complaints, and concerns received from developers, contractors, homeowners, and other customers pertinent to land development activities, applicable Federal, State, and County regulations and standards, erosion and sediment control requirements, and required corrective actions.
- Maintains files of County roadway and drainage projects, plans, maps, or other archives and coordinates the archiving of all departmental documents.
- Performs all other related duties involved in the operation of the department as assigned or required.

KNOWLEDGE, SKILLS, & ABILITIES (KSA)

- Have a solid understanding of civil engineering, standard construction practices, materials, methods, and related codes.
- Knowledge of land development and environmental planning.
- Knowledge of procurement rules, regulations, and rules of Government contracting.
- Thorough knowledge of methods, materials, procedures, and equipment used in the maintenance and repair of local roads, parking lots, airport runways, taxiways, and alleys.
- Knowledge of Texas Manual on Uniform Traffic Control Devices (TMUTCD), OR, Ability to obtain Texas Work Zone Traffic Control and Flagger Certification.
- Ability to read maintenance and construction blue prints/plans and understand road profiles and levels established to construct and maintain a road.
- Superior verbal and written communication skills.
- Ability to use computer applications or other automated systems such as, spreadsheets, word processing, calendar, email and database software in performing work assignments.
- Ability to read, follow verbal and written instructions, and understand work orders and equipment manuals.
- Knowledge of budget planning.

- Ability to perform calculations to determine amount of materials to use, labor, and expenses.
- Ability to analyze issues, evaluate alternatives, and make logical recommendations based on findings.
- Ability to analyze and evaluate technical engineering data and construction documentation.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain effective lines of communication with internal and external personnel and maintain a Texas driver's license applicable to job responsibilities and a good driving record.

QUALIFICATION REQUIREMENTS: Bachelor's Degree in Civil Engineering/Environmental or related field. A valid driver's license is required. State of Texas Licensed Professional Engineer with 5-10 years of progressive project management or supervisory experience or a combination of education and experience. Working knowledge of spreadsheet and word processing software. Excellent verbal and written communication skills. Advanced and effective interpersonal, training, negotiation, conflict resolution, and leadership skills.

7/16/2024

Ref. Job #xxx