

Orangeburg County

Title: County Engineer/Project Manager

Class Code: **FT** **PT**
 Exempt **Non-Exempt**



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COUNTY**
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General Description

The purpose of this position is to plan, direct and supervise the activities of the Engineering Department to ensure the proper management of engineering projects to meet the needs and growth of Orangeburg County. Provide project planning and management and contract management, and to perform related professional, administrative, and supervisory work as required.

Duties and Responsibilities

- The tasks listed below are those that represent most of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.
- Plan, direct and supervise the activities of the Engineering Department (including transportation engineering, utilities engineering, facilities design, and construction), ensuring compliance with all applicable laws, regulations, policies, procedures and standards of quality and safety.
- Develop, submit, and monitor the department budget and the capital improvement program (CIP) budgets for utility and facility improvements, and approve all expenditures.
- Develop and implement policies and procedures for department operations.
- Provide technical guidance and support to the County Administrator, County Council, and personnel of other County departments. Coordinate projects with other departments and agencies as necessary.
- Direct and supervise the design and construction of County-funded projects, including the Capital Penny Sales Tax program, C-fund resurfacing projects, gravel road surfacing projects, enhancement grant pedestrian and trail projects, utility CIP projects, new capital facilities construction projects and renovations, and miscellaneous small construction projects for county-owned facilities. Review and approve standard specifications and drawings necessary for County construction projects. Prepare and/or approve construction plans and specifications.
- Prepare contract documents, bid specifications and requests for proposals and qualifications. Conduct public bid openings, recommend engineers and contractors to the County Council, and resolve design and construction conflicts with contractors and engineers as necessary.
- Performs other duties and related work as instructed and assigned.

Other Duties

- Coordinate the development of the County's utility CIP.
- Use computer-aided design technology and water modeling software to develop drawings and engineering models.
- Respond to inquiries from the public and various municipalities and agencies regarding current projects and plans.

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- Prepare and provide presentations on projects and programs as requested.
- Negotiate the issuance of permits with various regulatory agencies.
- Represent the County at meetings and on various committees and task forces as appropriate.
- Perform general administrative and clerical work as required, including conducting and attending meetings, preparing reports and correspondence, reviewing mail and literature, entering and retrieving computer data, sending and receiving faxes, copying and filing documents, and answering the telephone.
- Attend professional conferences, meetings, training, seminars, as necessary to maintain and enhance job knowledge and skills.

Supervisory Functions:

This job has no supervisory responsibilities.

Minimum Education and Experience Requirements:

Completion of Bachelor's degree in Civil Engineering or related field with 8 years of related work experience. Experience in County or Municipal government preferred.

Special Certifications and Licenses:

Must possess a valid state driver's license.
Professional Engineer certification required.

Reasoning/Math/Language Skills

Requires using advanced calculus using such factors as limits, real number systems, mean values; algebraic functions including very complex functions; inferential statistics and econometrics.

Requires reading professional literature and technical manuals; speaking to groups of employees, other public and private groups; writing manuals and complex reports.

Requires using advanced professional-level work methods and practices in the analysis, coordination or interpretation of work of a professional, engineering, fiscal, legal, managerial or scientific nature and the ability for formulate important recommendations or make technical decisions that have an organization-wide impact.

Requires sustained, intense concentration for accurate results and continuous exposure to sustained, unusual pressure.

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Physical Demands:

Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a recurring basis or routine keyboard operations.

Unavoidable Hazards:

The job may risk exposure to bright/dim light, dusts and pollen, extreme noise levels, vibration, fumes and/or noxious odors, moving machinery, electrical shock, disease/pathogens, toxic/caustic chemicals.

Work Environment:

Normal indoor environment and outdoor environment.

Americans with Disabilities Act Compliance

Orangeburg County is an Equal Opportunity Employer. ADA requires Orangeburg County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

I have read the above duties associated with the position of County Engineer/Project Manager. I understand this job description is not all-inclusive, and I may be asked to perform additional duties. I understand I will be evaluated on my knowledge and understanding of the duties and task listed in this document. The position I hold with The County of Orangeburg is an at-will position, which means, either the County of Orangeburg, or I, may terminate employment, with or without notice, and with or without cause.

Print Employee Name

Date

Employee Signature

Date

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