

**Bell County, Texas**

**Job Description: 116  
July 2001**

**Job Title: County Engineer**

Department: County Engineer  
 Immediate Supervisor County Judge and Commissioners

Brief Description of the Job: Reports directly to the Commissioners= Court. Responsible for the maintenance and construction activities on the 940 miles of county roads and approximately 140 bridges. Prepares annual budget; reviews subdivision plats and utility installation request; flood plain administrator; safety officer; transportation planner and right of way agent.

Essential Functions:

	*	**
1. Oversees the Engineer=s office by insuring office is run in an efficient and friendly manner to support the activities of the Road and Bridge Department.	50%	S
2. Responsible for maintaining the county roads and bridges by making improvements, safety, and complying with state and federal regulations	40%	L
3. Responsible for providing technical and administrative support for the Commissioner=s court by developing countywide policies regarding the Road and Bridge department	10%	L

This information is intended to be descriptive of the key responsibilities of the position. The preceding examples do not identify all duties performed by any sing incumbent.

\*Percentage of time

\*\*Physical strength code: S-Sedentary

L-Light

M-Medium

H-Heavy VH-Very Heavy

**PHYSICAL DEMANDS**

Overall physical strength demands for this position: \_\_\_\_\_ Sedentary   X   Light  
 \_\_\_\_\_ Medium \_\_\_\_\_ Heavy \_\_\_\_\_ Very Heavy

Physical Demands	Frequency code	Description
Standing	O	<i>Meetings, jobsites</i>
Sitting	O	<i>Deskwork</i>
Walking	O	<i>To and from courthouse, other offices, jobsites</i>
Lifting	R	<i>Supplies</i>
Carrying	R	<i>Supplies</i>
Pulling	R	
Pushing	R	<i>Moving furniture</i>
<i>Using fine dexterity</i>	F	<i>Computer keyboard, calculator</i>
Reaching	R	<i>Supplies</i>
Kneeling	F	<i>Jobsites</i>
Crawling	N	
Twisting	R	<i>Evaluating jobsites, climbing in and out of vehicles</i>
Climbing	O	<i>In and out of equipment, trucks, stairs</i>
Balancing	R	<i>Supplies, equipment</i>
Seeing	C	<i>Evaluating, reading, meetings, jobsites, driving</i>
Hearing	C	<i>Meetings, staff, public, officials</i>
Talking	C	<i>Meetings, staff, public, officials</i>
Using foot controls	F	<i>Operation of county vehicle</i>

This is a description of the way this job is currently performed; it does not address the potential for accommodation

Frequency code: C-Continuously F-Frequently O-Occasionally R-Rarely N-Never

**Machines, tools, equipment and work aids:**

Calculator, computer and related software, books relating to road genetics and designs

**ENVIRONMENTAL FACTORS**

Dirt and Dust	M	Extreme Temperatures W	Noise and Vibration	M
Fumes and Odors	Y	Wetness/Humidity W	Darkness/Poor lighting	Y

**HEALTH AND SAFETY**

Mechanical Hazards	Y	Chemical Hazards Y	Electrical Hazards Y
Fire Hazards	Y	Explosives N	Communicable Diseases N
Physical Danger or Abuse W		Other (specify)	

Exposure to and frequency: D-Daily    S-Seasonal    W-Several times/week    M-Several times/month

**PRIMARY WORK LOCATION**

Office Environment	X	Warehouse	Shop	X
Vehicle	X	Outdoors	X	Other:

**Protective Equipment Required:**

Hard hat

**NON-PHYSICAL DEMANDS**

Time pressures	O	Emergency situations	O
Frequent change of tasks	F	Irregular work schedule/overtime	O
Performing multiple tasks simultaneously	F	Working closely with others/teaming	F
Tedious or exacting work	O	Noisy/distracting environment	O

Frequency codes: F-Frequently    O-Occasionally    R-Regularly

## **JOB REQUIREMENTS**

### **Formal Education:**

Four-year Bachelor=s degree or equivalent

### **Experience:**

Over five years experience in Civil engineering and construction and two years experience as a manager

### **Certifications and Other Requirements:**

License as a professional engineer in the state of Texas

Valid Texas class C drivers license

### **Supervision:**

Work requires supervising and monitoring work performance through the assistance of other supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.

### **Contacts:**

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.