

## Job Title: County Engineer

**Department:** County Engineer  
**Immediate Supervisor:** County Commissioner

**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:**

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

Percentage  
of Time

Physical  
Strength  
Code

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, safely, 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%	S
<b><i>Physical Strength Column: S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy</i></b>		

**PHYSICAL DEMANDS**

*Overall Physical Strength Demands:*

\_\_\_\_\_ Sedentary     X  Light    \_\_\_\_\_ Medium    \_\_\_\_\_ Heavy    \_\_\_\_\_ Very Heavy

*Codes: for each physical demand code listed:*

*C = Continuously    F = Frequently    O = Occasionally    R = Rarely    N= Never*

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

Physical Demands	Frequency Code	Description
Standing	O	Meetings, jobsites
Sitting	O	Deskwork
Walking	O	To and from Courthouse, other offices, jobsites
Lifting	R	Supplies
Carrying	R	Supplies
Pulling	N	
Pushing	R	Moving furniture
Using Fine Dexterity	O	Computer keyboard, calculator
Reaching	R	Supplies
Kneeling	R	Jobsites
Crawling	N	
Twisting	R	Evaluating jobsites, climbing in and out of vehicles
Climbing	O	In and out of equipment, trucks, stairs
Balancing	R	Supplies, equipment
Seeing	C	Evaluating, reading, meetings, jobsites, driving
Hearing	C	Meetings, staff, public, officials
Talking	C	Meetings, staff, public, officials
Using Foot Controls	F	Operation of county vehicle
Other Driving	F	Operating motor vehicle

**Machines, Tools, Equipment and Work Aids:**

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

**Environmental Factors:**

Exposure to and frequency:

N = Never    D=Daily    S=Seasonal    W=Several Times Per Week    Y= Yearly    M=Several Times Per Month

<b>ENVIRONMENTAL FACTORS</b>					
Dirt and Dust	M	Extreme Temperatures	W	Noise and Vibration	M
Fumes and Odors	Y	Wetness/Humidity	Y	Darkness or Poor Lighting	Y

<b>HEALTH AND SAFETY</b>					
Mechanical Hazards	Y	Chemical Hazards	Y	Electrical Hazards	Y
Fire Hazards	Y	Explosives	N	Communicable Diseases	N
Physical Danger or Abuse	Y	Other (specify)			

<b>PRIMARY WORK LOCATION(S)</b>					
Office Environment	X	Warehouse		Shop	X
Vehicle	X	Outdoors	X	Other:	

**Protective Equipment Required:**

Hard hat

**Non-physical Demands:**

Frequency Codes: F = Frequently    O = Occasionally    R = Rarely    C=Continuously    N=Never

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 As Part of a Team	F
Tedious or Exacting Work	O	Noisy/Distracting Environment	O

**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 State of Texas

Valid Texas Class C Drivers License

**Supervisory:**

Executive Secretary	(1)	Assistant to Engineer	(1)
Administrative Assistant	(1)	Superintendent	(1)

**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 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 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.

**Signatures - Review and Comment**

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this job. This job description is subject to modification as the needs and requirements of the organization change.