



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Manager, Engineering Design and Construction</u>	NEW: <u>X</u>	REVISED: _____
<small>(Please check one)</small>		
REPORTS TO: <u>Resource Manager</u>	FLSA: <u>Exempt</u>	DATE: <u>10/11</u>
DEPARTMENT: <u>Resource Management</u>	JOB CODE: 101	

DEFINITIONS:

With limited supervision, manages engineering and design projects with engineering design consultants, construction management firms, road building contractors and utility companies, develops bid specifications for new projects, manages project costs and timing, and manages Engineering and Design staff.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Plans, organizes and manages engineering and design staff; assists in hiring, training and evaluating performance; approves pay requests and administers payroll; monitors budget; provides daily guidance and recommendations to staff; coordinates with other County offices.

Coordinates and oversees the preparation of engineering designs, costs, specifications and cost estimates; develops project bid specifications; administers construction project contracts, including inspections, design changes, change orders, and project costs; interacts with contractors regarding project changes and completion; develops engineering designs for in-house projects; coordinates drafting of storm water management system; reviews plats, road plans, and specifications; reviews Department standards.

Monitors budget expenditures; assists in preparation of the capital and operating budgets; coordinates the requisition, purchase and maintenance of equipment; assists in the development of new programs and policies.

Serves as technical information resource for Director and other departments; makes presentations to County Commission at regular and special meetings; attends Road and Bridge Advisory Committee meetings; prepares flood plain and project update reports; answers questions from the media and general public; prepares annual budget.

KNOWLEDGE AND SKILL:

1. Considerable knowledge of civil engineering, project management, and highway and bridge survey, construction and maintenance.
2. Considerable knowledge of County, state and federal statutes, codes and regulations related to highway and bridge maintenance and construction.
3. Considerable knowledge of Boone County, state and federal regulations regarding procurement and bids.
4. Good knowledge of Boone County Human Resources policies and procedures.
5. Skill in planning, organizing, budgeting and managing projects.
6. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public.
7. Skill in hiring, training managing and evaluating staff.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Engineering, Construction or related field; certificate as registered Professional Engineer; and five years experience in engineering design, construction management or contracting field; two years experience in a supervisory position.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)