

**CHARLES COUNTY GOVERNMENT
JOB DESCRIPTION**

Title Engineer IV

Summary

Responsible for providing policy development and providing policy direction to staff. Performs supervisory civil engineering and related work for the County. The work involves the application of civil engineering principles and concepts to infrastructure projects; positions are assigned responsibility for major functional areas within the division. Overall goals are set and the worker determines the specific tasks and assignments to be performed, independently handling or assigning to staff new, unusual problems and deviations encountered in the work.

Essential Job Functions

Responsible for supervision of engineering staff, management of specialized engineering work in an assigned functional area including grading, storm drainage, storm water management, roads, water or sewer engineering.

Supervises engineering staff: assigns and reviews work, and takes actions to adjust work, staffing and operations to meet requirements. Selects, trains and evaluates staff, and takes appropriate actions to improve performance when necessary. Initiates actions regarding hiring, transfer, promotion, payroll, leave, performance and other personnel actions. Monitor staff functions and initiate appropriate corrective actions as necessary.

Develops, reviews and evaluates studies, reports and recommendations and takes or recommends appropriate actions. Make recommendations on personnel decisions, budget expenditures, policy documents including development related policies.

Applies various specialized analysis including grading, storm drainage, storm water management, road, water, and sewer analysis as appropriate to projects to discern relevant issues and facts and formulate appropriate recommendations.

Meets with parties involved to discuss and clarify issues and explain requirements; advises and assists parties on how to achieve compliance with applicable rules and regulations.

Is responsible for consistent performance of staff in interpretation of policy and code. Ensures staff maintenance of project files and records and preparation of related reports including graphic materials, maps and other illustrative materials as necessary.

Coordinates studies and projects with other division functions and departments as necessary; makes referrals and follows through on actions with agencies as necessary. Serves as final authority in decisions regarding specific project or case management decisions.

Attends meetings with county staff, consulting engineers, developers, contractors, and public regarding County requirements applicable to development projects, and to discuss and resolve problems and issues arising during the process.

Develops policy and procedure for the division, provide policy direction to staff, and develop and manage development project budget.

Responds to inquiries from public, developers, engineers, contractors. etc. regarding procedures and compliance issues. Represents the County on a regional or state-wide basis, and making presentations before the County Commissioners and the public.

Performs field visits and site inspections when necessary.

Serves on boards and committees and work groups as assigned, providing technical support and assistance, often representing the County on a regional or state-wide basis. Makes presentations before County Commissioners and public.

Assists in formulating and implementing engineering design and construction projects or policies.

Other Duties

Performs related work as required. Fills in for or represents Chief during his/her absence.

Knowledges, Abilities and Skills (These are pre-employment KASs that apply only to Essential Job Functions.)

Knowledge of -

- The principles, concepts and techniques of engineering as applied to the area of assignment.

- Effective techniques of supervision.

Ability to -

- Monitor, manage and supervise the work of an assigned functional area within the engineering division.

- Perform technically sound engineering and related studies and formulate appropriate recommendations.

- Interpret and apply applicable ordinances, rules, regulations, standard specifications and details to varied engineering and related situations.

- Develop and interpret engineering design and construction policies.

- Develop and manage a functional or project budget.

- Maintain records and prepare related reports and correspondence.

- Communicate effectively orally and in writing, including public presentations.

- Establish and maintain effective working relationships with others encountered in the work including internal and external customers.

Required Qualifications (Note: Any acceptable combination of education, training and experience that provides the above knowledges, abilities and skills may be substituted on a full-time year for year basis.)**Training and/or Education**

Bachelor's degree in engineering and Masters degree in a related field (may substitute 4 years experience).

Experience

Five years of progressively responsible engineering experience.

Licenses or Certificates

Valid driver's license.

Registration as a Maryland Professional Engineer (P.E.) required or 8 years additional progressively responsible engineering experience.

Special Requirements

None

Physical Demands

The work is partly sedentary with periods of moderate physical activity, and is performed in office and field surroundings. Typical positions require workers to walk or stand for long periods; lift and carry up to 100 pounds; climb stairs, ladders and scaffolding; bend, kneel, crouch and crawl; reach, hold, grasp and turn objects; feel the size, shape and temperature of items; and use fingers to operate computer or typewriter keyboards. The work requires the ability to speak normally, to use normal or aided vision and hearing, and to detect odors.

Unusual Demands

Work is subject to frequent interruptions and inflexible deadlines.

FLSA Status

Exempt

Reports to

Chief of Development & Capital Services

Supervises

Engineer III

Revised 3/06

Grade 16