CHARLES COUNTY GOVERNMENT
JOB DESCRIPTION

Title Engineer II

Summary
Performs professional civil engineering, project management, permitting and related work for the County. The work involves the application of civil engineering principles and concepts to developer infrastructure and/or capital improvement projects; positions function as specialists in an assigned project or functional area within the division. Overall goals are set and the worker determines the specific tasks and assignments to be performed, independently handling new, unusual problems and deviations encountered in the work.

Essential Job Functions
Responsible for performing specialized engineering work in an assigned project or functional area including grading, storm drainage, storm water management, roads, facilities, water or sewer engineering, development reviews, or equivalent areas.

Reviews and evaluates projects for conformance with engineering regulations, development and subdivision requirements, standard specification and detail conformance and other areas as assigned.

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.

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.

Maintains project files and records and prepares related reports including graphic materials, maps and other illustrative materials as necessary; submits study reports and recommendations for review and presentation to various boards and committees.

 Coordinates studies and project with other division functions and departments as necessary; makes referrals and follows through on actions with agencies as necessary.

Responds to inquiries from the public, developers, engineers, landowners, attorneys and others involved in infrastructure regarding procedures, compliance issues and related matters.

Performs field visits and site inspections as necessary.

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

Manages contracts, grants, writing proposals for awards, scope of work and implementation.

Administers long range comprehensive engineering projects or policies.

Other Duties
Performs related work as required.
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 grading, storm drainage, storm water management, roads, water and sewer and related activities.

Ability to -

- Perform specialized planning work within an assigned project or functional area.
- Perform technically sound engineering and related studies and formulate appropriate recommendations.
- Conduct onsite inspections.
- Interpret and apply applicable ordinances, rules, regulations, standard specifications and details to varied engineering and related situations.
- 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 civil engineering.

Experience
Three years of appropriate engineering experience.

Licenses or Certificates
Valid driver's license.
Engineer in Training (EIT) Certification.

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 interruptions and inflexible deadlines.

FLSA Status
Exempt

Reports to
Engineer III or Engineer IV (as assigned)
Supervises
None

Revised 10/08
Grade 14
Title       Engineer III

Summary
Performs supervisory civil engineering and related work for the County. The work involves the application of civil engineering principles in engineering 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 new, unusual problems and deviations encountered in the work.

Essential Job Functions
May be responsible for supervising specialized engineering work in an assigned functional area including grading, storm drainage, storm water management, roads, facilities, water or sewer engineering.

May supervise engineering staff; assigns and reviews work, and takes actions to adjust work, staffing and operations to meet requirements. Seeks, 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.

Develops, reviews and evaluates studies, reports, requests for proposals and makes recommendations or takes appropriate actions.

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.

Ensures the maintenance of project files and records and preparation of related reports including graphic materials, maps and other illustrative materials as necessary.

Reviews and evaluates projects for conformance with engineering regulations, development and subdivision requirements, standard specifications, standard details, and other areas as assigned. Prepares related reports and recommendations for review and presentation to various boards and committees.

Coordinates studies and projects with other division functions and departments as necessary; makes referrals and follows through on actions with agencies as necessary.

Responds to inquiries from the public, developers, engineers, contractors, landowners, attorneys and others involved in infrastructure regarding procedures, compliance issues and related matters.

Performs field visits and site inspections as necessary.

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

Assists in formulating and implementing long range, comprehensive engineering projects or policies, and updating applicable ordinances, specifications, and details.

Other Duties
Performs related work as required.
Fills in for or represents Engineer IV on occasion.

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.
- Word perfect, Microsoft Word, lotus, power point and engineering software.

- Manuals, such as AASHTO, MIJTCD. SHA Book of Standards. SHA Standard Specifications for Construction and Materials etc..

- Effective techniques of supervision.

Ability to -

- Supervise the work of an assigned functional area within the 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.
- Maintain records and prepare related reports and correspondence.
- Establish and maintain effective writing relationships with others encountered in the work, including internal & external customers.
- Communicate effectively orally and in writing, including public presentations.

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 civil engineering.

Experience
Five years of progressively responsible engineering experience.

Licenses or Certificates
Valid driver's license.
Engineer in Training Certification (EIT) required or 4 years additional progressively engineer experience

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
Engineer IV

May supervise
Engineer I, Engineer II and/or Utilities Water/Wastewater Permit Technician

Grade 15
Revised 08/08
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, facilities, 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, Request for Proposals, and makes recommendations or takes appropriate actions. Makes 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 projects, and to discuss and resolve problems and issues arising during the process.

Develops policy and procedure for the division, provides policy direction to staff, and develops and manages 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 the County Commissioners and the public.

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

May manage, implement, and update various applicable ordinances, specifications, and details.

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
Division Chief
May supervise
Engineer III, Engineer II, Engineer I, Project Administration Specialist

Revised 08/08
Grade 16