

# JOB DESCRIPTION FOR COUNTY ENGINEER

## GENERAL

POSITION	REPORTS TO	FLSA Status	Salary Schedule
County Engineer	County Commissioners Court	Exempt	\$75,000-\$135,000

### JOB GOAL

Manages the County Road Department; plans, organizes, directs, and coordinates the activities of professional, supervisory, administrative support, and semi-skilled and skilled employees involved in the administration, planning, maintenance, design, and construction of county roads, drainage and right of ways.

## QUALIFICATIONS

Applicants must meet the minimum qualifications required by the Texas Department of Transportation (TXDOT) for its district engineers. A copy of TXDOT's District Engineer Job Description, including required qualifications, is attached to this Job Description as Exhibit "A" and incorporated by reference. Additional qualifications required by Angelina County are listed below.

### TRAINING/EXPERIENCE

Job related bachelor's degree in engineering such as Civil or Construction Engineering.

State of Texas licensed professional engineer (PE).

Six or more years professional engineering experience with an extensive background in road construction, drainage, people management, budgeting, and public relations.

Possession of a valid Texas driver's license.

Must maintain a current PE license with Continuing Education Credits.

## DEMONSTRATED SKILLS AND ABILITIES

Knowledge of a wide range of medium and heavy equipment operation.

Knowledge of both state and federal OSHA standards, beneficial.

Working knowledge of both AutoCAD and ARC Map.

## WORK REQUIREMENTS

Work is performed both in an office setting and outside. Outdoor work environment may involve exposure to extreme temperatures, adverse weather conditions, moving machinery, noise, dust, vibrations and fumes.

## PHYSICAL REQUIREMENTS:

Must be able to sit, stand, and walk.

Must be able to walk on uneven or unstable ground such as construction sites.

Must be able to perform moderate lifting (50 lb.), if necessary.

## SAFETY TRAINING REQUIREMENTS:

First Aid/CPR, Bloodborne Pathogens, Fire Extinguisher Use and Operation.

## **PERFORMANCE RESPONSIBILITIES**

The county road engineer will be responsible to the Angelina County Commissioners Court for the efficient and economical construction and maintenance of the county roads within Angelina County, Texas. The county road engineer, in this regard, shall have all of the powers and duties specified in Section 252.309 of the Texas Transportation Code. A copy of this statute is attached to this Job Description as Exhibit "B" and incorporated by reference.

Additional responsibilities and duties, which will be required by the Angelina County Commissioners Court and which are consistent with the duties specified in the attached section of the Transportation Code, are listed below.

## PUBLIC RELATIONS

Establishes a positive public relations image of the County through:

- the effective handling of incoming telephone calls.
- personal contact with other employees, citizens, and elected officials; and providing assistance of the highest quality to County citizens.

## PROFESSIONAL

- 1) Plans, organizes, directs, and coordinates administrative, maintenance, design and construction, and special projects for all precincts.
- 2) Develops and implements approved 1-year construction program and annual county budgets; ensures effective, efficient utilization of various budget funds such as state and federal monies available for specific applications; prepares and submits reports to the Commissioners Court documenting project status, progress, and goal achievement.

## DEPARTMENTAL

- 1) Coordinates County Engineer functions with other county departments; develops department goals and objectives, policies and procedures, methods and standards, and improvements to enhance effectiveness and efficiency.
- 2) Conducts staff meetings with immediate subordinates, guides and coordinates the development of project plans, provides direction in the implementation and communication of personnel decisions.
- 3) Identify, create, and maintain a road management system.
- 4) Meets with the Commissioners Court, discusses issues such as road projects, and recommends alternative solutions to problems; provides feedback to the Court and the public on matters such as relevant state and federal legislation that impact county road projects.
- 5) Recommends an annual departmental budget to the Court; administers the approved budget and monitors actual expense vs. budget.

## MANAGERIAL

- 1) Delegates responsibility and directs subordinate staff in areas such as:
  - Conducting periodic inspections of roads, bridges, access ways and drainage structures/areas to ensure proper maintenance, timely repair, and replacement as needed.

- Constructing, maintaining and repairing roads, bridges, and right-of-ways; scheduling projects such as resurfacing, patching, reconstruction, modification, replacement, and repair. Responsible for the purchase of all road materials which have to be purchased from an approved vender.
  - Developing specifications for and recommending the purchase of equipment and materials as approved by the Commissioners Court; ensuring that purchases such as parts, equipment repairs, and materials are in the county's best interest.
  - Erecting, replacing and repairing road signs.
  - Maintaining, repairing, and overhauling equipment, trucks and related machinery.
  - Maintaining and repairing drainage facilities located within county right of way.
- 2) Implements human resources policies and practices to attract, retain, and motivate staff. Responsible for all road maintenance personnel functions including, hiring, discipline and termination.
- 3) When required, acts as project inspector.

# EXHIBIT “A”

TXDOT District Engineer

Job Description and Qualifications

# E435 - District Engineer

Print Date: 08-JAN-2021

Profile ID: E435  
State Title: District Engineer (2161)

Profile Status: A  
FLSA: Administrative

As of Date: 08-JAN-2021  
Salary Grade: B33

Available for use by all districts

## Job Description

Provides executive-level direction, management and engineering oversight of all activities in a district, to include transportation planning, operations, right-of-way, design, construction, inspection, maintenance, safety and environmental functions, as well as administrative and support activities. Reports directly to the Director of District Operations. Recommends facilities, personnel staffing and funding levels required to carry out programs. Work requires travel. Work requires extensive contact with business and community leaders; contractors; special interest or trade groups; governmental and transportation officials at the local, state, federal or international levels; the media and private entities. Employees at this level perform work at the highest level of discretion and independent judgment and are responsible for final outcome.

## Minimum Requirements

### Education

- Mandatory: Bachelor's Degree in an Engineering related discipline

### Work Experience

- 6 YEARS Transportation engineering as a Licensed Professional Engineer (LPE) in planning, location, design, construction, operation and maintenance (Experience can be satisfied by fulltime or prorated parttime equivalent)

### License and Certification

- 029: Mandatory: Licensed Prof Engineer  
- 404: Mandatory: Safety Impact Certificate

### Substitution

-Related graduate level education may be substituted for experience on a year per year basis.

### Supervisory Experience

-Must have five (5) years managerial/supervisory experience.

### Other Conditions

- Professional engineers licensed in another state, but not currently licensed in the State of Texas, must (1) meet the license requirements of the State of Texas Engineering Practices Act, (2) obtain a professional engineering license from the State of Texas within six (6) months of the date of hire, and (3) sign an agreement to that effect as a condition of employment.  
- This is a Safety Impact position (either Safety Impact, Commercial Driver and/or Vessel Crew Member) and will be subject to random drug testing.

## Responsibilities

- 00214: Administers state and federal grant programs to local entities for transportation/public transit systems, general aviation airport programs, traffic safety programs and/or transportation enhancements.  
- 02530: Cooperates with the Federal Highway Administration (FHWA) on federal aid funded projects and with cities in accordance with highway maintenance agreements, and as required collaborates with Mexican officials on projects involving bi-national planning.  
- 02724: Coordinates design, construction and maintenance work with State Schools and hospitals and the Texas Parks and Wildlife

# E435 - District Engineer

Print Date: 08-JAN-2021

Profile ID: E435  
State Title: District Engineer (2161)

Profile Status: A  
FLSA: Administrative

As of Date: 08-JAN-2021  
Salary Grade: B33

Available for use by all districts

Department for improvements to facilities and state park roadways.

- 02969: Coordinates transportation matters across state lines and/or international boundaries and promotes multimodalism in the state's transportation system.

- 04036: Directs operations of a regional surveillance, communication and control center involving local agency partnerships, which manage highway and street operations, as required.

- 04039: Directs preparation of funding, planning, right-of-way, construction, maintenance and/or operation agreements with cities, counties, transit agencies, metropolitan planning organizations, regional mobility authorities and/or private entities.

- 04135: Directs the development of work programs to meet transportation needs within the assigned metropolitan area including construction, maintenance and traffic control and operations requirements for short-range and long-range projections.

- 04405: Ensures incorporation of standard design principles, economy of design, compatibility with environment and proper coordination with local officials.

- 04464: Ensures that policies and procedures are followed with an emphasis on having good internal controls in place that prevent, detect and eliminate fraud, waste and abuse of state resources.

- 06180: Meets with state agency representatives, local political subdivisions, public and private interest groups, to plan and develop work programs and support transportation systems planning and services and other transportation efforts.

- 06853: Oversees and directs human resource activities, occupational safety and traffic safety related programs, and programs including Disadvantaged Business Enterprises, Small Business Enterprises, or Historically Underutilized Businesses.

- 07811: Oversees the preparation of plans, specifications and estimates for project construction; signs and assumes responsibility for accuracy of plans.

- 09457: Provides direction and oversight in planning, designing and construction of tollway facilities utilizing bonds, state and/or federal funding, as required.

- 09463: Provides direction for construction projects; implements uniform interpretation and application of specifications; responsible for resolution of contractor disputes, claims, final construction inspections and construction project reports.

- 09465: Provides direction for development, implementation, design, construction and maintenance of general aviation airports as approved in the Statewide Air Transportation Systems Plan.

- 09490: Provides engineering/management direction for planning, location, design, construction, operation/maintenance of highways, tollways, bridges, structures, aviation airports, public transit systems, state park roads and other state agency infrastructure.

- 09581: Provides leadership in the maintenance of the highways and bridges and oversees a viable preventive maintenance program to extend the service life of equipment and facilities.

- 09959: Recommends staffing and funding for metropolitan district activities.

- 10070: Reports periodically on operations to the Texas Transportation Commission.

- 10155: Represents the Department at national, state and local levels concerning district activities.

- 10305: Represents the Department to the public including answering inquiries, making media presentations, speaking at public functions and participating in other civic endeavors in the community.

- 11464: Serves as a member or advisor to organizations or groups.

- 11525: Serves as a witness and/or participates in depositions as coordinated by the Transportation Division of the Attorney General's office or the Department's Office of General Counsel, as required.

- 11816: Serves on and/or chairs research committees to stay abreast of transportation design innovations and to study modification of existing transportation systems, as required.

- 11817: Serves on and/or chairs statewide committees to provide policy recommendations on various departmental activities for the Executive Director and staff, as required.

- 11975: Supports, develops and monitors Quality Management initiatives/activities and the administration of performance monitoring measures and participates in development of the Department's Strategic Plan.

- 999999: Performs other job responsibilities as assigned.

# E435 - District Engineer

Print Date: 08-JAN-2021

Profile ID: E435  
State Title: District Engineer (2161)

Profile Status: A  
FLSA: Administrative

As of Date: 08-JAN-2021  
Salary Grade: B33

Available for use by all districts

## Physical Requirements

- GC01: Sedentary work: Lift up to 10 lbs at a time and occasionally carry files/small tools
- GC02: Light work: Lift up to 20 lbs at a time and frequently lift or carry objects up to 10 lbs
- PA08: Standing-prolonged periods of time
- PA18: Repetitive Motion-substantial movements of the wrists, hands, and/or fingers
- VA01: Close Visual Acuity-work includes data/figures; view a computer screen; extensive reading

## Competencies

Extensive knowledge of

- K2025: Transportation design engineering principles, practices and methods and the application of engineering theory
- K2135: Construction engineering policies and procedures
- K2155: Bridge construction and evaluation methods, procedures and regulations
- K5000: Maintenance concepts, methods, policies and requirements
- K7210: Developing, implementing and monitoring budgets and resources

Working knowledge of

- K1725: The inter-relationships between state and federal aviation agencies and programs
  - K2020: Government programs and operations affecting highway and transportation development
  - K2110: State, county and local government operations and metropolitan planning organizations or regional mobility authorities affecting highway and transportation development and operations
- 3-Expert skill in
- S0200: Communicating vision and direction of how an organization should function or a system should work under ideal conditions and conveying this to others
  - S0205: Establishing plans and setting objectives and goals that support overall business strategy/results; anticipating and adjusting for problems/roadblocks
  - S0215: Directing and establishing objectives; clarifying roles and responsibilities through individual performance plans; monitoring and measuring performance against goals; evaluating results and making necessary adjustments to meet deadlines



# E435 - District Engineer

Print Date: 08-JAN-2021

Profile ID: E435  
State Title: District Engineer (2161)

Profile Status: A  
FLSA: Administrative

As of Date: 08-JAN-2021  
Salary Grade: B33

Available for use by all districts

-S1300: Public relations for maintaining effective working relationships with individuals and groups

-S2000: Applying engineering principles, practices and methods in job responsibilities

-S3100: Persuasion and negotiation of critical issues

2-Proficient skill in

-S3110: Analyzing and organizing business and technical data

-S3410: Communicating complex ideas and information clearly, concisely, and effectively

Ability to

-A0300: Communicate effectively

Other Attributes

-O0100: Provides organizational leadership; fosters collaborative relationships; initiates and supports quality management activities and performance management measures to provide the highest quality products and services

-O0115: Manages financial and personnel resources to achieve individual and organizational goals

-O0185: Collaborates and cooperates with others and builds effective working relationships with internal and external members to accomplish organizational goals

# EXHIBIT “B”

County Engineer Powers and Duties  
Section 252.309 Transportation Code

Sec. 252.309. POWERS AND DUTIES OF COUNTY ROAD ENGINEER. (a)

The county road engineer is responsible to the commissioners court for the efficient and economical construction and maintenance of the county roads.

(b) The county road engineer may:

(1) appoint for an indefinite term and remove the county road department's personnel, subject to the approval of the commissioners court; and

(2) authorize administrative personnel to employ and remove subordinates.

(c) Except for the purpose of inquiry, the commissioners court shall deal with the county road department's personnel through the county road engineer.

(d) The county road engineer shall attend all meetings of the commissioners court relating to county road matters and may participate in the discussions and make recommendations.

(e) The county road engineer shall:

(1) ensure that the policies of the commissioners court relating to county roads are faithfully executed;

(2) supervise the administration of the county road department;

(3) prepare detailed annual budget estimates for the construction and maintenance of the county roads and the operation of the county road department;

(4) prepare estimates and specifications for the equipment, materials, supplies, and labor necessary for the construction and maintenance of the county roads and the operation of the county road department;

(5) serve as custodian of the equipment, materials, and supplies belonging to the county road department;

(6) prepare plans and specifications for county road construction and maintenance;

(7) maintain cost-accounting records of county road department expenditures;

(8) keep an inventory of county road department equipment, materials, and supplies; and

(9) perform any other duties required by the commissioners court that are consistent with this subchapter.

Acts 1995, 74th Leg., ch. 165, Sec. 1, eff. Sept. 1, 1995.