

# Public Works Engineer

Dept: Public Works

FLSA Status: Exempt

## General Definition of Work

Performs intermediate professional work in the engineering, design and maintenance of public works projects, and related work as apparent or assigned. Work is performed under the limited supervision of the Public Works Director. Continuous supervision is exercised over all personnel within the team.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

- Manages public works project development and execution including face-to-face contact with contractors and on-site visits to ensure work is progressing satisfactorily.
- Inspects the quality of work and finished product.
- Coordinates staff activities with contractors of other departments.
- Maintains compliance with applicable local, state and federal regulations.
- Creates and files various reports in support of compliance.
- Negotiates contracts, prices, and scopes of work for projects.
- Develops and maintains various files; organizes records; writes correspondence; acts as a public relations representative for the department.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

## Knowledge, Skills and Abilities

General knowledge of the principles and practices of civil engineering as related to the preparation of plans and specifications in the area assigned; general knowledge of standard office equipment, hardware and software; general knowledge of business English, spelling and arithmetic; general knowledge of modern methods and techniques as applied to the design of public works and utility projects; thorough skill using civil engineering instruments and equipment; thorough skill using computer aided design software; ability to perform engineering computations and to make recommendations on engineering problems and planning; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to communicate effectively, both orally and in person; ability to understand and apply governmental accounting practices in the maintenance of financial records; ability to perform a considerable volume of detailed record work; ability to type accurately at a reasonable rate of speed; ability to calculate complex cost reports; ability to establish and maintain effective working relationships with elected officials, associates, contractors and the general public.

## Education and Experience

Bachelor's degree in engineering, or related field and one to three years experience in civil engineering, or equivalent combination of education and experience.

## Physical Requirements

This work requires the frequent exertion of up to 50 pounds of force; work regularly requires standing, walking and using hands to finger, handle or feel, frequently requires sitting, speaking or hearing and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or

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crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires working near moving mechanical parts, exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather) and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to vibration and wearing a self contained breathing apparatus; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

## Special Requirements

- Professional Engineer certificate.
- Solid waste certificates.
- Weigh master certificate.
- Valid North Carolina Driver's License within 60 days of hire.

## Competencies

**Business Ethics:** Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

**Communications:** Expresses ideas and thoughts verbally; Expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects & uses appropriate communication methods

**Customer Service:** Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service

**Dependability:** Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines

**Job Knowledge:** Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively

**Quality:** Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

**Relationship Building:** Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints

**Initiative:** Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed

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I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

\_\_\_\_\_  
Employee Name (Printed)

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

\_\_\_\_\_  
Manager Name (Printed)

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date