

Bonner County Job Description



Title: Staff Engineer
Department: Engineering Department
Supervisor: Manager, Engineering
Supervision Exercised: none
Original Date: May 2017
Job Description Revision: 8/2020
BOCC Approval: August 25, 2020

General Summary	<p>Summary: The Staff Engineer will work closely with the Manager of Engineering as directed. This position requires the ability to draw proficiently in AutoCad (Version 14 or higher), be proficient in mathematical calculations involved in the development and review of storm water management plans, roadway design and construction, project cost estimation, design of solid waste collection or transfer sites, generate bid documents and manage construction projects including materials procurement, project invoicing and pay requests, and assist the various Departments as directed. Experience designing commercial office buildings, accessory structures, and small water or septic systems is also preferred.</p> <p>Other Information: Performs work that is regular and reoccurring with occasional variances from the norm that typically involves a moderate level of complexity. Incumbent typically works under specific and definite directions and well-known procedures. Work requires the exercise of normal self-direction as incumbent carries out instructions in oral, written or diagram format. Incumbent works under general direction with periodic supervision. Incumbent must also be capable of working as team with the project manager or other department personnel. Primary communication takes place with members of the department as well as regular communication with other departments and contractors, and to a lesser degree with members of the public. Definite impact of this position is due to the responsibility to ensure county is working within its defined rights of ways, ensuring construction practices and regulations are being adhered to, and ensuring proper procedures are being followed in developing various projects. Work is typically performed indoors in an office environment. Typically requires travel that takes place primarily within the County limits and periodically requires extended visits to construction sites.</p>
Essential Functions	<p>The essential functions include, but are not limited to, the following duties and responsibilities that are not listed in any particular order of priority and may be amended or added to by the County at any time:</p> <ol style="list-style-type: none"> 1. Provide engineering advice, cost estimates, project consultation, recommendations, design drawings and project bid documentation for various county department projects. 2. Research and identify right of way locations and descriptions. 3. Assist in the review of storm water management plans submitted to the Planning Department. 4. Assist in the review of Conditional Use Permits, Zone Changes, Subdivisions and other Planning and Zoning applications for compliance with existing codes. 5. Assist with necessary inspections to be conducted and assist in the issuance of appropriate permits for all encroachments and utility trenching on county right of ways. 6. Assist with any applicable regulatory agency permits for a variety of projects.

	<ol style="list-style-type: none"> 7. Be proficient in <u>AutoCad</u> to produce construction quality design of projects including roadwork, stormwater facilities, solid waste collection and other site plans, commercial buildings, airport taxiways, etc. 8. Be proficient in Word and Excel software. Be able to create simple and complicated spreadsheets. Be able to type at a minimum of 50 wpm 9. Be familiar with state requirements for public works construction, including the preparation of bid documents and writing contracts, advertising, contract management, construction management, materials procurement, project construction inspection, etc. 10. Assists the Manager of Engineering as needed and as assigned.
Secondary Functions	<ol style="list-style-type: none"> 1. Understand surveying concepts and be able to help with surveying procedures in the field. 2. Compose clear and concise business letters. 3. Effective communication skills when dealing with the public, including presentations in public meetings. 4. Performs all other duties as assigned. 5. Assist county departments with flood plain permitting and projects located within or below a floodplain or floodway. 6. Help develop various grant projects from state, federal and private organizations.
Specifications	<ol style="list-style-type: none"> 1. Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. Bachelor's Degree in Civil Engineering or an equivalent four-year degree from an accredited university. Must possess or be able to obtain a Professional Engineer (PE) license valid in the State of Idaho or equivalent within the first 6-months of employment. 2. Experience in the use of Autocad software. 3. Must maintain an Driver's license with history of good driving record. 4. Ability to read and comprehend complicated legal descriptions and accurately translate those descriptions to new and existing Autocad drawings. 5. Have a general knowledge of construction techniques, specifically relating to road construction, bridge construction, building construction, culvert installation, landslide repair, retaining walls, etc. 6. Have a general knowledge of transportation related engineering as it relates to speed limit studies, MUTCD signage requirements, basic highway design, etc. 7. Ability to read and use a variety of maps. 8. Ability to carry out instructions in written, oral, or diagram form. 9. Ability to set and read grade stakes. 10. Ability to communicate effectively, both orally and in writing. 11. Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization. 12. Knowledge of public works construction and bidding requirements.
Working Conditions	<p>Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires infrequent exposure to inclement conditions and temperature as incumbent performs job in an outdoor setting for some of the time, including digging and using a sledge hammer, and basic surveying equipment. Most time is spent in an office environment. Frequent climbing, reaching, feeling, standing, and all other physical actions needed to perform the essential functions of the job. Requires good general vision.</p>
Disclaimer	<p>This job description is not an employment agreement or contract and management reserves the right to modify when necessary per Bonner County policy.</p>

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To be signed upon hire or transfer to this position.

I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

Please Print Name: _____