

LEAVENWORTH COUNTY JOB OPENING

VACANCY #22-3-1

Posted 3-10-2022

POSITION: Project Engineer

SALARY: \$45.58 - \$54.47/hr (Full Time - Benefits Eligible)

County Employees Only: May apply at the Human Resources Department, 1st Floor, Suite 104, in the County Courthouse.

General Public: May apply at the Leavenworth Workforce Center, 515 Limit Street, Leavenworth, Kansas or **EMAIL** applications to hr@leavenworthcounty.gov or fax the application to **(913) 684-1028**. Application may be found on the Leavenworth County website at www.leavenworthcounty.gov under *Human Resources>Related Pages> Apply Here*.

This position closes when filled.

LEAVENWORTH COUNTY JOB DESCRIPTION

TITLE: Project Engineer

WORKING TITLE: Project Engineer

DEPARTMENT: Public Works

PAY LEVEL: Level 40

EXEMPT/NON-EXEMPT: E

SUPERVISOR: Infrastructure and Construction Services Director

SUPERVISES: 0-6 Analysts, Designers, and Technicians

LOCATION: Leavenworth County Courthouse, 300 Walnut Suite 007, Leavenworth, KS 66048

RESIDENCY POLICY

Residency is defined as the place where one's primary residence is located. The boundaries for Leavenworth County employees incorporate adjacent counties to include: Wyandotte, Johnson, Douglas, Jefferson, and Atchison Counties in Kansas and Platte County, Missouri. Certain departments within the County may have more stringent requirements for residency such as the Sheriff's Department and Emergency Medical Services. Any exception to this residency requirement must be specifically approved by the BOCC. (Revised 04/21/05)

DUTIES SUMMARY

Serves as a Professional Engineer with broad general objectives and limits established by the Infrastructure and Construction Services Director. Will act as a construction project manager and facilitate the coordination of engineering reviews in the absence of the Infrastructure and Construction Services Director for any County duties. Provide general engineering support to the Public Works Department including engineering design, engineering estimates, construction observation, and issuance of permits and monitoring the creation of new subdivisions through contact with other County Departments. Provides managerial engineering support to the Public

Works Department including the planning, organization, and management of engineering design development, engineering reports, project estimates, schedule, and validation of engineering activities. Plans, organizes, supervises and directs the activities from concept through construction of bridges, roads, and culvert replacement projects. Administers Road Improvement Benefit Districts and Department Archives.

PERCENTAGE OF TIME

ACCOUNTABILITIES

15%	Engineering review for public works projects.
20%	Management of AE firms awarded public works projects.
30%	Project review of AE firms design, reports, and calculations for awarded public works projects and private develops.
10%	Project evaluation of consultant firms awarded public works right-of-way acquisition.
5%	Engineering Design, Engineering Reports, and Engineering Calculations for public works projects.
5%	Engineering evaluation of public works right-of-way acquisition.
5%	Preparation of Engineering Estimates for road improvement projects.
5%	Reviews citizen complaints, prepares and submits official response.
5%	Evaluates permit request and prepares staff recommendation.

MINIMUM SKILLS AND KNOWLEDGE (*Required prior to employment)

- Skill in the use of AutoCad Civil 3D and Microsoft Excel
- Skill in communicating clearly and concisely. *
- Knowledge of civil engineering principles, methods and techniques. *
- Knowledge of civil works construction procedures. *
- Skill in managing design and construction processes of public works projects, including roadway design, right-of-way acquisition, bridges and appurtenant installations and structures.*
- Knowledge of current design standards for civil engineering public works improvements.*
- Skill in planning, scheduling, managing and coordinating a civil works program including roadway design, right-of-way acquisition, and construction.*
- Knowledge in innovative design concepts, rural and low volume safety design standards, and traffic engineering concepts.
- Knowledge of surface water management requirements, techniques and experience with surface water management policies.
- Knowledge of public work planning principals and funding sources to include capital improvements plans, bonding, benefit districts, storm water districts, and sewer districts.
- Knowledge of Federal and State construction guidelines and funding processes.
- Skill in planning, organizing, directing, monitoring and supervising work of others.

- Skill of computers and software.
- Knowledge of department policies and procedures, including safety.

HUMAN RELATIONS (This is not an inclusive list, other tasks/duties may be assigned.)

Candidate will work closely with department staff, coordinate with other County Departments, local government officials and with State and Federal personnel in developing the required reports, design documents, and funding sources, permitting, and construction. Candidate will determine resources required for successful program needs for road and bridge work, the type and amount of funding, and collaborate with other departments as required. Candidate will be capable of developing and managing construction programs within the department and through the bid/award process. Candidate will be capable of discussing and formally reporting on resources available, phases of work and funding, and be able to communicate resolutions for deficiencies. Candidate will work with other county departments to provide technical assistance, management support or as assigned by the Infrastructure and Construction Services Director. Candidate will be capable of conducting performance reviews and mentoring staff to assist them a career path and achievement of potential.

ILLUSTRATIVE TASKS (This is not an inclusive list, other tasks/duties may be assigned.)

1. Provides general engineering support to the Infrastructure and Construction Services Director.
2. Manages engineering projects, reports, and future planning.
3. Reviews engineering design for all proposed improvements submitted to the Public Works Department.
4. Provides recommendations to whether engineering design on proposed projects is performed in house or by consultant; recommends performance of right-of-way acquisition;
5. Performs solicitation and analysis of bids for construction contracts; recommends performance of inspection and engineering and oversees preparation and negotiation of contract for engineering services for such cases; reviews plans and survey plats.
6. Generates plans and specifications; visits right-of-way acquisitions and constructions sites; develops plans for maintenance of bridges and drainage structures. In all of the above, keeps the Infrastructure and Construction Services Director apprised of status.
7. Performs verbal presentations of proposed projects to various groups.
8. Reviews plats and provides comments to Planning & Zoning and County Survey staff. Maintains liaison with Planning & Zoning through plat approval process.
9. Reviews work performed by outside consultants for compliance with County Standards.
10. Administers road improvement benefit districts to include estimates, scheduling, and feasibility.
11. Responsible for review and approval of right-of way, utility and house-moving permits.
12. Responds to citizen complaints regarding county road conditions. Liaison with Road and Bridge Superintendent and Director on addressing road complaints.

MINIMUM QUALIFICATIONS

Must have a Bachelor's Degree in Civil Engineering from an accredited college. Licensed as a Professional Engineer in the State of Kansas. Minimum 3-5 years' experience in the industry,

preferably within Public Works, land development, or transportation related industries. Must demonstrate project management experience and the ability to be organized when presented a multitude of varying tasks. Must meet requirements outlined in Knowledge and Skills section marked with an * and possess a valid driver's license.

ENVIRONMENTAL DEMANDS

Work is performed in an office setting; travels by auto to site locations and meetings; lifting capabilities walks over varying terrain in various weather conditions; exposed to noise, dirt and dust of construction; works around heavy construction equipment, near excavation and other earth-moving operations.

ADA/PHYSICAL DEMANDS

- 1. Vision. Adequate for preparing and reviewing Engineering plans, using a computer, smartphone, or tablet device. Adequate for indoor and outdoor duties.
- 2. Hearing. Adequate for conversation and telephone use. Considerable public contact.
- 3. Speech. Must speak English clearly enough to give instructions to employees and converse with public.
- 4. Standing. 20% of the time – construction site visits, interaction with employees.
- 5. Walking. 20% of the time – construction site visits, interaction with employees.
- 6. Sitting. 60% of the time – computer use, plan review, and meetings.
- 7. Lifting/Carrying 25 pounds – as required to carry plans and field equipment
- 8. Pushing/Pulling 25 pounds – as required to move normal office elements in normal business operation.
- 9. Climbing/Balancing Construction site visits, bridge or road inspections.
- 10. Stooping/Kneeling As required for construction site visits.
- 11. Reaching/Handling As required to move normal office elements in normal business operation, required on most tasks.

I have read the job description and understand the content, requirements and expectation of the Leavenworth County Engineering Superintendent Position.

Print Name

Signature

Date