



Grand County

Job Description

Title:	County Engineer	Job Code:	1625
Division:	Engineering	Effective Date:	2/2025
Department:	Planning and Zoning	Last Revised:	2/2025

GENERAL PURPOSE

Performs a variety of professional engineering duties related to the review and approval of residential and commercial development civil engineering plans, and planning, organizing and coordinating on a variety of community development and public works projects.

SUPERVISION RECEIVED

Works under the general supervision of the Planning and Zoning Director.

SUPERVISION EXERCISED

Supervises one part-time engineering technician

ESSENTIAL FUNCTIONS

Performs a variety of day-to-day department tasks and technical functions related to design, contract administration and project development; establishes statements of work and priorities for engineering and design projects.

Oversees project management and scheduling; assures adherence with established standards and work plans, processes and procedures; provides support in legal related activities and requirements; prepares change orders; monitors consultant activities and work to assure compliance with standards and contract specifications; assures timely completion; conducts and coordinates project inspections.

Coordinates with applicable departments to update various County documents and plans, including but not limited to the Stormwater Master Plan, Capital Facilities Plan, Unified Transportation Master Plan, assessing impact fees and Constructions Standards.

Coordinates with the Planning & Zoning Department and actively participates in the Development Review Team (DRT). Conducts engineering site reviews, civil and drainage plan review, and issues final approval of engineering plans and cost estimates for residential and commercial developments. Performs construction inspections of infrastructure improvements associated with new subdivisions, commercial developments, and County public works projects Assures compliance with codes and standards and screens for traffic and parking issues, drainage issues, right-of-way issues and special requirements of the planning department. Tracks inspections and acceptance of required public improvements and approves bond release requests. Utilizes iWorq software for tracking and reviewing development permits, inspections and approvals.

Provides engineering support for various projects and capital improvements; maintains a tracking system to assure and report compliance with various stipulations, standards, and regulations for grants; coordinates engineering consulting activities; coordinates activities with federal, state, local, and inter-agency administrators as needed to maintain cooperative relationships.

Provides technical support to Building Official and Floodplain Manager assisting with the review of site grading and drainage plans, retaining wall designs, and Floodplain Development permits.

Monitors project expenditures to assure compliance with established budgets; appries supervisors of potential problems; monitors project progress and verifies completion stages as needed to determine draws against the contract; completes requests for payment summaries from contractors and submits to auditor for payment; reviews billings from consultants for accuracy and completeness.

Prepares bid specifications and purchase quantities for construction material orders; initiates procurement of materials and services for construction; completes transactions upon approval by Commission.

Performs various quality control functions; coordinates and participates in transportation and traffic studies and road inventories; conducts traffic counts, pedestrian counts and other data retrieval.

Assists in determining location and layout of various improvement projects such as streets, pipelines, recreation facilities, parking lots, public buildings etc.; coordinates with the County Surveyor; utilizes computerized equipment as needed to translate, manipulate and interpret survey data; assists in the designing of roadways, parks, utility installations, and other projects.

Assists in the development of the annual department budget; makes recommendations related to staffing needs, project materials, infrastructure expansion, capital improvements, etc.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with bachelor's degree in civil engineering;
AND

B. Four years (4) of successful experience in professional engineering work;

C. Hold a current license as a Professional Engineer (PE) issued by a U.S. state with ability to obtain Utah licensure within six (6) months of hire;

2. Knowledge, Skills, and Abilities:

Considerable knowledge of civil engineering methods, principles and practices; engineering standards and codes; technical and practical design of public works systems; complex mathematics functions, interpersonal communication skills; a variety of technical engineering equipment and drafting tools; public works materials testing procedures and equipment; computer and engineering applications; political, legal and governmental processes affecting various engineering programs and project management.

Ability to communicate effectively verbally and in writing; read and interpret engineering plans and specifications; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

3. Special Qualifications:

Must possess or be able to possess a valid Utah Driver's License.

Must pass a post-employment offer drug test and background examination.

Must be willing to participate in random drug screening. Must complete a 12-month orientation/introductory period.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Occasional minor lifting generally not to exceed 25 lbs. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic daytime and overnight travel required in the normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____
(Employee)