



Class Title: Staff Engineer

Pay Grade: 9

FLSA Designation: Covered

Established: 10/1/2021

Revised:

Class Summary/Primary Function

The Staff Engineer supports the operations of the County Engineering Department. This is a technical job to provide engineering design and drafting for public works capital improvement projects. The job includes engineering design, technical mapping and drafting responsibilities, data collection, analysis and technical reporting, permit application review, assisting with land surveys, and conducting on-site supervision of County construction projects. The position reports to the Public Works Director but work is completed independently; leeway is granted for the exercise of independent judgment and initiative in carrying out the duties of the job. This is advanced engineering work requiring professional experience. The principal duties are performed in a general office environment and field environment which may include exposure to adverse weather conditions and working in high traffic areas.

Essential Duties and Responsibilities (will vary by assignment)

- Acts independently in the process of designing and drafting utilizing CADD and checking drawings, reviews and prepares moderate to complex designs.
- Serves as the Floodplain Manager.
- Executes storm water modeling, hydraulics, and calculations using various software systems.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of departmental operations and activities.
- Operates heavy equipment for Road and Bridge when needed.
- Serves as a project engineer, providing project oversight and supervision to contractors.
- Performs contract administration and management after award of contracts which includes; monitoring work performance and progress; directing contractors and consultants.
- Utilize specialized equipment to prepare land surveys.
- Prepares grant submittals and closeouts.
- Performs research, data collection and analysis and prepares technical reports.
- Prepares evaluation criteria for road maintenance projects.
- Creates and maintains maintenance logs.
- Reviews permit applications and grading plans for compliance.
- Collects, compiles, tracks, and disseminates traffic data.
- Responds to citizens' questions and comments in a courteous and timely manner;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Utilizes computer software and other equipment in engineering applications and may direct and oversee staff on the use of such equipment in connection with assigned projects.
- Perform moderate to complex scientific and/or technical research.
- May oversee others in the process of drafting and checking drawings, reviewing and preparation of complex to advanced designs.
- Review and assess, analyze and calculate, implement and follow, generally accepted engineering principles to ensure quality and compliance of standards adopted by the County.
- Planning and project management monitoring that addresses and adheres to project and other deadlines.
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- Performs other related duties as required.

Competency Requirements:

Knowledge of:

- Use of agency specific software application programs;
- Ability to manage field inspection activities and construction management as assigned;
- Specific elements of plan/specifications review;
- Process of coordinating and/or supervising consultants, contract employees and office personnel and the elements of safety in the work environment;
- Advanced knowledge of engineering design and CADD Software (AutoCAD);
- Principles and methods of conflict resolution;
- Skilled in the analysis, review and preparation of drawings and designs adhering to projected tolerances and industry and/or County standards;
- Major concerns, obstacles as well as other elements and/or considerations in the development and supervision of engineering projects;
- Principles in advanced cost estimating;
- Engineering project planning, design, development and supervision;
- Process of ensuring standards of project pricing, contract administration, and other fiscal allocations;
- Principles of project scope, consultation and general project oversight including the management of office and project personnel;
- Methods, techniques, and objectives of construction project design, drafting, bid specifications and project management;
- Data research, collection and recording/reporting methods, techniques, and objectives;
- Federal and State regulations and County policies regarding safe work practices;
- Knowledge of road construction and maintenance procedures;
- Regulations and requirements pertaining to County Right-of-Way work permitting;

Ability to:

- Support the operations of the Public Works Department, as directed;
- Assist with engineering design, specifications and drafting for County public works capital improvement projects;
- Maintain, upgrade, and update County data, records, and maps;
- Perform on-site inspections of County construction projects;
- Operate a motor vehicle;
- Conduct research independently on assigned projects;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other County employees, and the public;
- Maintain a professional demeanor at all times;
- Prepare accurate and reliable information, technical reports and other documents;
- Develop creative and effective resolutions to simple and complex problems;
- Work independently and handle a variety of public interactions or situations with tact and diplomacy;
- Respond courteously to customer inquiries;
- Operate standard office equipment and a personal computer including program applications appropriate to assigned duties;
- Operate construction equipment;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with County policies and procedures with regard for personal safety and that of other employees and the public.

Acceptable Experience and Training

- Bachelor's Degree in Engineering from a four year accredited college or university; and
- At least one year professional engineering experience; and
- At least one year experience using AutoCAD Civil 3D

Specialized Licenses or Certifications:

- Engineer in Training (EIT) certification issued by Idaho State Board of Registration for Professional Engineers and Professional Land Surveyors
- ASFPM Certified Floodplain Manager
- Valid Idaho Driver's License

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, organize and maintain accurate files and conduct on-site inspections;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and specialized equipment associated with the job;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to lift or move objects that weigh up to 50 lbs.; and to work in an office and field environment requiring driving and exposure to outdoor weather conditions.
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking over uneven surfaces, standing, climbing stairs, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.