

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title : Director of Engineering and Environmental Services
Department: Environmental Services
Revised : September 2022

Class : Official/Administrator
FLSA: Exempt

GENERAL DESCRIPTION

Highly responsible administrative work directing the various components of the County Civil Engineering and Environmental Services Department including Special Projects, Construction Projects, Landfill, Recycling and Processing Center, Convenience Sites, and Storm Water Control. Exercises independent judgment and initiative based upon State and County policies and the County budget. Supervision is exercised over a number of professional, skilled, and clerical subordinates. Supervision is received from the County Manager through periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Develops short and long range plans and goals to meet departmental objectives for services provided.

Prepares the annual budget request; controls approved budgetary expenditures.

Resolves complaints and inquires received from the public relating to the environmental service program.

Plans, programs, supervises, and participates in environmental service programs in the area of sanitation, recycling, and landfill operations.

Writes specifications and bid documents; coordinates bids and manages contracts for the environmental service program.

Handles personnel problems; interviews and hires employees; manages departmental staff; evaluates job performance and completes performance appraisals; discharges staff as necessary; and advises supervisors on policy and procedures, disciplinary actions, and other personnel matters.

Reviews and approves all outgoing county wide IFBs, ITBs, RFPs, RFQs and RFIs that deal with construction, architectural, engineering and surveying services in collaboration with the Purchasing Director.

Reviews proposals from construction, architectural, engineering and surveying services in collaboration with Purchasing Director and other directors.

Oversees construction administration, change orders and pay applications for all county projects.

Participates in the review of site and construction plans and specifications for code compliance and policies and sound engineering practices.

Ability to read and interpret blueprints, plans and maps.

Job Title: Director of Engineering and Environmental Services
Page : 2

Reviews Geotechnical Reports for assigned County managed or funded projects.

Prepares technical reports for the Board of Commissioners and County Manager as requested.

Proactively Researches and provides technical recommendations and engineering solutions for engineering problems to improve efficiencies.

Provides preliminary cost estimates for county construction projects.

OTHER JOB FUNCTIONS

Maintains a variety of records; prepares a variety of reports.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to plan, program, supervise, and control the work of employees involved in diversified program areas.

Ability to perform office management, personnel administration, supervisory skills, and budget development and control.

Ability to work independently, take directions, and coordinate with people at various educational and professional levels.

Ability to perform technical planning functions and present information to facilitate decision making of governing boards.

Extensive knowledge of Federal, State, and County policies, procedures, and regulations pertaining to the various areas of responsibility.

Ability to interpret, explain, and apply policies, procedures, and regulations to specific programs.

Extensive written and verbal communication skills.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee is not substantially exposed to adverse conditions or hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

Job Title: Director of Engineering and Environmental Services
Page : 3

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree in civil Engineering. Possess a Professional Engineer License for the State of North Carolina. Experience with public projects, project review and floodplain development permitting review preferred. Will consider Professional Engineer License from other states with requirement of acquiring NC Professional Engineer License in North Carolina within 6 months of employment and four years of supervisory experience, preferably in the governmental sector; or equivalent combination of education and experience. A valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**