

Engineering Division Manager Community Development

Position

Reporting to the Community Development Director this position is responsible for managing the county's engineering functions.

Salary: \$60,000.00 to \$80,000.00/Annually DOQ

Posting: December 19, 2018 through January 20, 2019

Submit resume to Bartow County Human Resources, 135 West Cherokee Ave. St. 256 Cartersville, Georgia 30120 or email to cogginsm@bartowga.org

MAJOR DUTIES

- Designs solutions to various stormwater, traffic and erosion problems.
- Manages and directs the work of division staff.
- Manages county construction projects.
- Reviews construction design plans for compliance with all county environmental codes for construction projects within county boundaries.
- Communicates with staff, the professional community and the general public in matters related to engineering project goals, problems, and solutions.
- Develops plans for future private developments and public infrastructure projects.
- Reviews engineering site plans and provides comments for approval.
- Monitors division activities to ensure compliance with state and federal regulations and with county codes and ordinances.
- Responds to inquiries and complaints from the general public.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of civil engineering principles and practices.
- Knowledge of the techniques, equipment and materials used in traffic, storm water, and erosion control construction and maintenance.
- Knowledge of cost analysis principles.
- Knowledge of engineering codes.
- Knowledge of county operating policies, procedures, ordinances and codes.
- Knowledge of supervisory principles.
- Knowledge of contract management principles.
- Skill in reading blueprints and schematics.
- Skill in scheduling, assigning and prioritizing work.
- Skill in dealing with the general public.
- Skill in developing and reviewing future plans for development.
- Skill in the use of computers and job-related software programs.
- Skill in interpreting and applying engineering and construction-related standards.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Community Development Director assigns work in terms of division goals and objectives. The supervisor reviews work through conferences, reports, and observation of division activities.

GUIDELINES

Guidelines include the Bartow County Code of Ordinances, the Manual for Erosion and Sediment Control, the

Georgia Stormwater Management Manual, the Code of Federal Regulations, Georgia Department of Transportation specifications, the Official Code of Georgia – Annotated, the Manual on Uniform Traffic Control Devices, and other relevant local, state and federal laws. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative, managerial, supervisory, and technical duties. Strict regulations and the unique nature of each project contribute to the complexity of the position.
- The purpose of this position is to manage the county's engineering functions. Successful performance ensures the proper construction and maintenance of county infrastructure.

CONTACTS

- Contacts are typically with co-workers, other county employees, vendors, contractors, representatives of state and federal agencies, and the general public.
- Contacts are typically to give or exchange information, supervise personnel, resolve problems, provide services, and negotiate or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects and must distinguish between shades of color.
- The work is typically performed both indoors and outdoors at work sites, occasionally in cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Community Development Inspector (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Certification as a Professional Engineer or Engineer in Training.