

# ATLANTIC COUNTY GOVERNMENT

## JOB ANNOUNCEMENT

### PLEASE POST

Posting Date: 10/07/21

**TITLE:** County Engineer

Closing Date: 10/15/21

**SALARY:** *Applicants to provide salary requirements*

Hours: 40  35

**DEPARTMENT:** Department of Planning & Engineering

Union:  Mgmt

**LOCATION:** Northfield

NJCSC Test Required: Yes  No

Grant Funded: Yes  No

**Note: Possession of an engineer's license issued by the New Jersey State Board of Professional Engineers and Land Surveyors is required.**

### **DEFINITION**

The County Engineer is responsible for providing the vision, strategic planning and direction in overseeing the overall operations, plans, projects and staff of the division, directly or through designated supervisory personnel; is engaged in the planning, design and/or maintenance of roads, bridges, and drainage basins in the County. The County Engineer plans, designs, directs and/or coordinates capital improvements to the County's road and bridge infrastructure in accordance with engineering principles and in compliance with state, federal and other agency standards, guidelines, rules and safety requirements.

**NOTE:** The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

### **REQUIREMENTS:**

#### **EDUCATION:**

Graduation from an accredited college or university with a Bachelor's degree in Civil, Mechanical, or Electrical Engineering.

**NOTE:** Possession of an engineer's license issued by the New Jersey State Board of Professional Engineers and Land Surveyors may be substituted for the above education requirement.

#### **EXPERIENCE:**

Minimum of 7 years professional civil engineering experience involving the design and oversight of civil engineering projects, that includes a minimum of 3 years management/supervisory experience OR an equivalent combination of education and experience.

#### **LICENSE:**

Requires licensure as a Professional Civil Engineer in the State of NJ and a Valid Driver's license.

#### **EXAMPLES OF WORK:**

Oversees the daily operations, priorities and activities of the Engineering Division, including but not limited to:

Recommending and implementing goals and objectives for the County's transportation system;

Determining road and bridge maintenance standards;

Establishing work plans, criteria, priorities and goals;

Reviewing and approving expenditures;

Monitoring and overseeing the inspection and maintenance of the County's drainage basins.

Directs, manages and oversees the activities of all division personnel directly or through designated supervisory personnel.

Interviews, hires, and trains new employees, and completes employee evaluations, and processes disciplines.

Plans, assigns and directs work.

Evaluates performance; rewards and disciplines employees; addresses complaints and resolving problems or grievances.

Determines readiness of employees for promotion and advancement.

Determines the needs to revise, alter or restructure job duties and responsibilities of jobs in accordance with County policies and procedures.

Develops the strategic and long-range plans for the County's transportation and highway infrastructure.

**KNOWLEDGE AND ABILITIES:**

Extensive knowledge of civil engineering principles and practices, and best practices and procedures used in design, maintenance, repair and construction of roads and bridges and related facilities.

Knowledge of land and engineering surveying methods and techniques.

Knowledge of fundamentals of management and supervision.

Knowledge of county administrative policies and procedures (e.g. HR policies, purchasing, accounting, records retention, etc.).

Knowledge of contract administration, project planning, development and management practices and requirements.

Knowledge of public employment law, local practices, OSHA, and safety requirements pertaining to general office, construction, and maintenance activities.

Knowledge of right-of-way acquisition processes and procedures.

Extensive knowledge in pavement management processes and procedures including pavement management software and systems.

Considerable knowledge of federal, state and local laws, ordinances, rules, and regulations pertaining to activities of the department (e.g. safety, construction standards, contracts, labor laws, drainage, permitting, wetland and environmental).

Knowledge of fundamentals of accounting, budget planning and strategic planning for county infrastructure.

Knowledge of computer operation and operation of specialized engineering and department applications/software.

Communicating effectively in oral and written communications.

Establishing and maintaining effective working relationships with municipal representatives, elected officials, landowners, contractors and the public over projects concerns, questions, compliance issues, land acquisition or maintenance needs/concerns.

Planning, developing, presenting and administering the approved department budget.

Planning, developing and establishing short and long-range infrastructure plans, goals and objectives.

Supervising, managing and directing the work activities and functions of the department directly or through designated supervisory personnel.

Project management, organizational and administrative skills, and ability to prepare and presenting technical, engineering and narrative reports.

Planning and designing civil engineering projects requiring engineering principles and practices; engineering mathematical skills; and surveying skills.

Interpretation and application of policies, laws, rules and standards impacting design and all department functions, and communicating and enforcing departmental and county policies, procedures and practices.

Public relations and conflict resolution.

Operating, using and applying computer aided design programs/applications, business productivity software (e.g. word processing, spreadsheet, presentation programs, etc.).

Implementing department short and long-range construction plans and needs for highway construction.

Estimating project/construction costs and designing projects to determined budget specifications and design criteria.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**Interested, qualified applicants should apply online at <http://www.atlantic-county.org/>**

**Alternatively, applications may be mailed to the  
Atlantic County Division of Human Resources  
1333 Atlantic Avenue, Atlantic City, NJ 08401**

**- We are an Equal Opportunity Employer -**