



Greenwood County, SC Job Description

FLSA: Exempt	Exemption: Executive (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: City/County Engineer	Department: Engineering	
Pay Grade: 226	Revised: 7/1/15	

General Description

The purpose of this class within the organization is to supervise, plan and direct the activities of the Engineering Department, Airport, and Lake Management in order to ensure the proper management of projects to meet the needs and growth of Greenwood County and its municipalities. Establishes design criteria and gives approval of new roads, drainage systems, flood control improvements and infrastructure throughout the City and County. Serves as the Chief Dam Safety Engineer for the County owned hydroelectric project

In addition, this job includes the responsibility of the daily operations of Greenwood County Airport, to ensure compliance with FAA regulations, emergency management, storm water regulations, spill prevention and countermeasure control, land and timber management, wildlife management, hangar management including leases and rental issues, FBO coordination and lease management, pilot communication, Airport Advisory Group communication coordination, and budget for capital items, maintenance and repair.

This class works under limited supervision reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

Essential Functions:

Coordinates with Hydroelectric Consultant on FERC studies and issues at the dam to maintain compliance and to further ongoing projects.

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Certifies the dam safety, based on inspections and testing.

Works with the FERC on annual inspections.

Serves as the incident commander for hydro emergency action plan activations for floodgate operations and other potential dam safety incidents.

Administers the hydro lease activities through interaction with lessee supervisor and management personnel.

Meets weekly with contractors and subcontractors to coordinate work in completing projects to minimize change orders and ensures the final project meets specifications.

Coordinates with Lake Management Department on encroachment activities, departmental functions, and problems on the lake to ensure efficient and consistent department activities.

Inspects construction activities of projects to verify progress for periodic payments.

Administers contract change orders, monitors monthly payments and conducts negotiations for work under contract.

Prepares bids, plans, and supporting information for proposals and purchases of services and project works for hydroelectric works and road maintenance projects, building construction, demolition, large building maintenance items (roofs, etc.).

Serves as Co-leader of Aviation Expo steering committee.

Supervises Engineering, Airport, and Lake Management departments.

Coordinates engineering projects for the County; designs, estimates, writes requests for proposals and for qualifications, writes specifications, bids projects and/or obtains quotes for projects; evaluates proposals, qualifications, and/or bids; makes recommendations to County Manager; coordinates with architects, consulting engineers

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for projects, oversees contractors as owners' representative/engineer. Special project management may include development, evaluation, cost estimates, committee assignments to study community issues, and other assignments as directed by the County Manager.

Determines capital engineering projects for Airport, submits grant funding requests, and manages grant budgets and engineering projects.

Additional Duties:

Prepares and provides department update to County Manager at weekly staff meetings.

Serves as County representative for the County Transportation Committee and provides staff reports on project progress and funding activities and coordinates proposed funding activities for the committee.

Reviews subdivision and commercial project plans to insure that road and drainage ordinance requirements are met.

Inspects existing, completed and under construction roads when a road is offered for county maintenance.

Prepares and administers budgets for the Engineering and Lake Departments.

Prepares and presents recommendations to Council regarding roads, purchases, lake and land issues to enable Council to take action.

Provides engineering advice to planning and other departments, realtors, and constituents on procedures, property problems and issues as they arise in order to meet the support expectations of the public.

Prepares Federal and State grant proposals.

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Develops and implements Airport Emergency Plan, Spill Prevention, Countermeasure and Control Plan, Stormwater Plan, and in conjunction with the FBO, is responsible for fuel farm inspections and compliance.

Ensures compliance with FAA regulations, FERC requirements, SCDHEC regulations, and OSHA requirements for employee safety.

Performs related work as assigned.

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

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Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management of a large department.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses algebra working with such factors as exponents, logarithms, linear and quadratic equations; concepts of analytic geometry, differentiation and integration of algebraic functions; statistics applying such functions as frequency, distribution, reliability, validity and correlation techniques; finance and economics using financial and econometric models.

Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads scientific and technical journals, abstracts, financial reports and legal documents; speaks before professional and civic groups; participates in panel discussions and speaks extemporaneously on a variety of subjects; writes complex articles, reports and develops presentations for sophisticated audiences.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for the actions of others, requiring almost constant decisions affecting co-workers, or others in the general public; works in a moderately fluid environment with guidelines and rules, but frequent variations from the routine.

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Develops practices for County Airport management, and assists in developing county policies where applicable.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is very serious - affects entire organization and the general public.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs a combination of sedentary work that involves walking, standing and exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations. Also involves light work relating to the Airport management that involves walking or standing most of the time and exerting up to 20 pounds of force on a regular and recurring basis. Also includes skill, adeptness and speed in the use of fingers,

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hands or limbs on repetitive operation of mechanical, electronic office, shop machines or tools within moderate tolerances or limits of accuracy.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Establishes policies for acquiring and handling of machines, tools, equipment or work aids involving extensive latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

None.

Safety of Others:

Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. (Does not include safety of subordinates).

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

Minimum Education and Experience Requirements:

Requires a Bachelor's Degree in Engineering.

Requires six years of progressively responsible engineering design and contract management, facilities management computer-aided design experience OR an

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equivalent combination of education, training and experience.

Special Certifications and Licenses:

Registered Professional Engineer

Americans with Disabilities Act Compliance

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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