



## Carbon County Job Description

<b>Title:</b> County Engineer	<b>Job Code:</b>
<b>Department:</b> Engineering	<b>Effective Date:</b>
<b>Reports To:</b> Commissioner Surveyor	<b>Last Revised:</b>
<b>Full Time</b>	<b>FLSA Status:</b> Exempt

### Overall Responsibility:

The County Engineer is to provide and ensure the accuracy and completeness of engineering projects for Carbon County. The County Engineer will work closely with the County Commissioners, the County Road Shop, Planning and Zoning, the Records office, County Counsel and other departments to provide engineering services. Engineering work requested by departments within the County is subject to approval and priority as assigned by the body of County Commissioners. The Department of Engineering is supervised by the County Engineer. The County Engineer is responsible to take any reasonable action necessary to carry out the assigned responsibilities and duties of the position as long as the actions are within sound ethical business practices and good judgment and are consistent with the requirements of the State Board of Licensure.

### Key Tasks and Responsibilities:

The County Engineer will manage the tasks and duties related to Engineering and Surveying for the County. Typical duties and responsibilities include, but are not limited to the following:

- Coordinate projects and engineering activities with County Commissioners. Attend Commission Meetings, Site Plan Review Committee meetings and Planning Commission Meetings. Present recommendations and provide technical opinions relating to projects, issues and development activities.
- Coordinate design and engineering solutions with architects, engineers, surveyors, consultants, and others for county projects.
- Oversee and work with contract engineers and surveyors to complete county projects. Review project scope of work and engineering and construction cost estimates. Review construction contracts and documents.
- Provide constructability reviews for improvement projects. Review soils reports, site plans, building plans, drainage and grading plans, road alignments, development plans and other plans within the field of civil engineering and with regard to civil engineering aspects.
- Review and approve drainage plans for subdivisions and development activities as outlined in the County Code.
- Evaluate existing roads, improvements and facilities.
- Evaluate, plan and design storm water management and detention/retention structures, culverts, road improvement projects, prepare site plans, prepare grading and drainage plans, evaluate natural drainages for flood mitigation and bridge sizing. Evaluate, plan and design erosion and sediment control measures.

- Coordinate with state and federal agencies to prepare permits and obtain approval for county projects, facilities and maintenance activities.
- Prepare hydrologic and hydraulic analysis of watersheds and river systems for the design of storm drains, waterways, conveyances and capital improvements. Design and evaluate civil engineering projects in the areas of hydrology and rainfall-runoff modeling, hydraulic conveyance systems, civil-site development, and erosion and sedimentation control.
- Use current versions of AutoCAD for design purposes. Utilize software applications related to the fields of hydrology, hydraulics and water management.
- Supervise Deputy County Surveyor and others within the Department of Engineering.
- Review project scope for engineering work requirements and determine tasks that need to be performed in order to complete work.
- Keep accurate notes, records, and sketches to describe work performed.
- Assist Deputy County Surveyor with construction staking, staking of roadway alignments, utility staking, slope staking and boundary survey work.
- Produce and work with calculations in the field.
- Other reasonably related duties as assigned by the County Commission.

**Skills and Attributes:**

Proficient computer skills are essential for this position. Ability to use current civil engineering industry/specific programs is required. Knowledge of mathematical equations used in civil engineering is required.

**Experience Requirement:**

The applicant must be licensed as a Professional Civil Engineer in the State of Utah, or be qualified to obtain licensure at the time of application and obtain licensure within three months of date of hire. A current Professional Engineering license in the State of Utah that is in good standing will be an ongoing condition of employment. The applicant must have a valid driver’s license. The applicant must have a bachelors, or masters degree from an ABET accredited engineering program as defined by the Professional Engineers and Professional Land Surveyors Licensing Act adopted by the Utah Division of Occupational and Professional Licensing.

**Physical Effort/Environment:**

When talking one must convey detailed or important instructions or ideas accurately, loudly or quickly

Able to hear average or normal conversations and receive ordinary information

Average, ordinary visual acuity necessary to prepare on inspect documents

Ability to apply logical or scientific thinking to a wide range of intellectual and practical problems

Able to perform basic statistical calculations

Ability to read technical journal, abstracts, financial reports, and legal documents

Ability to prepare articles, abstracts, editorials, journals, manuals, and critiques

Much of the work required by the applicant will be performed in the field on unimproved ground and in extreme weather conditions. Mobility is a bona fide occupational qualification for this position. Work is performed in all weather conditions. Applicant must be able to lift up to 50 pounds on an intermittent basis.

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Employee Signature

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Supervisor Signature

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Date