N O T I C E O F E M P L O Y M E N T

POSITION: **Chief Engineer**

DEPARTMENT: **Engineering**

POSITIONS OPEN: **1**

OPEN DATE: **DECEMBER 3, 2020**

CLOSE DATE: **DECEMBER 14, 2020**

SALARY RANGE: **$69,784.00 to $87,235.20 – Depending on Qualifications and Experience**

EMPLOYMENT STATUS: **FULL TIME/ BENEFIT ELIGIBLE/SALARIED/EXEMPT POSITION**

Iron County is accepting applications for the position of Chief Engineer for the county Engineering Department.

JOB SUMMARY

Plans, coordinates, directs and supervises projects, services and activities of the Iron County Engineering Department. Works under the general guidance and direction of the Iron County Commission.

MINIMUM QUALIFICATIONS

Bachelor's Degree in **Civil Engineering or related field -** including course work in advanced math, surveying, engineering principles, computer aided design, and construction; **Five (5) or more years of professional work experience** performing professional civil engineering activities including **two (2) or more years in a supervisory** position.

SPECIAL QUALIFICATIONS

Must have and maintain licensing as Professional Engineer through the State of Utah;
Must have and maintain a valid Utah Drivers License in accordance with Iron County Personnel Policy Section 30;
Must pass a criminal background check, pre-employment drug screen and maintain compliance of Iron County drug and alcohol policies and guidelines.

Knowledge of surveying, engineering and construction principles and/or applications; advanced drafting and design applications and techniques; building codes, ADA requirements, local codes and safety regulations pertaining to construction; advanced mathematics, geometry and trigonometry applied in engineering calculations. **Skill in** reading, writing and interpersonal communication; various computer applications and systems; analytical problem solving. **Ability to** follow directions given both verbally and in writing; read specifications, blueprints, plat maps and construction plans; prioritize and organize multiple responsibilities; maintain cooperative working relationships; communicate technical information effectively verbally and in writing; understand and follow broad objectives and instructions; work efficiently and meet established deadlines; work unsupervised and accept responsibility for actions; exercise initiative, independent judgment and to act resourcefully under varying conditions.

Iron County offers a competitive benefits package including Medical, Dental, Vision, Life Insurance and Long-Term Disability. Iron County also participates in the Utah State Retirement System and will contribute to the offered retirement plan. In addition, Iron County offers a generous leave plan to include 12 paid holidays as well as vacation and sick leave accrual.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills. Please see full job description for a more detailed list of duties. Iron County is a drug-free workplace successful applicants for positions in the County must successfully pass a drug screen. Successful applicants for this position are required to pass a background screening.

APPLICATION FORMS ARE AVAILABLE AT www.ironcounty.net and are submitted electronically from the website.
Prior to submitting an application please read the directions provided with the Application form. Applications must be received by the closing date no later than 5:00 p.m. MST.

IRON COUNTY EMPLOYMENT APPLICATION MUST BE SUBMITTED TO:
Iron County Human Resource Office
82 North 100 East Suite 204
Cedar City, UT 84720
email: jobs@ironcounty.net

IRON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

IRON COUNTY

Title:	Chief Engineer	**Effective Date:**	01/10/2005
Department:	Engineering	**Last Revised:**	10/20/2020
FLSA:	Exempt / Career Service Exempt	**Pay Level:**	33.55

GENERAL PURPOSE

Plans, coordinates, directs and supervises projects, services and activities of the Iron County Engineer Department.

SUPERVISION RECEIVED

Works under the supervision and direction of the Iron County Commission.

SUPERVISION EXERCISED

Supervises all Engineer Department personnel.

ESSENTIAL FUNCTIONS

- Supervises, plans, coordinates, and directs the work of the Engineer Department.
- Compiles, maintains, and reviews all reports, daily work records, time cards, payroll information, work specifications, and appropriate personnel documentation.
- Supervises and correlates department involvement with volunteer groups, County departments, suppliers, maintenance personnel, and outside agencies.
- Makes maintenance and purchasing decisions for equipment, tools, and supplies within the department.
- Assists in the preparation of the department budget and monitors and approves purchase orders and expenditures.
- Supervises and coordinates the design, drafting, engineering calculations, construction reviews, inspections, and funding of County construction projects (i.e. office additions, office remodels, outdoor park facilities, parking lots, roads, bridges, etc.).
- Obtains building and other needed permits for County projects.
- Identifies building codes, safety requirements, ADA requirements, local requirements, and assembles specifications for County project design.
- Creates schematic drawings, preliminary drawings, construction drawings, and as-built drawings for County projects.
- Supervises inspectors, contractors, sub-contractors, and Engineer Department personnel in the design, inspection, and maintenance of County projects to ensure compliance with plans, specifications, codes, and safety considerations.
- Supervises subdivision and development review and approval.
- Supervises bond estimating and approval and approves bond releases.
- Resolves engineering concerns and problems relating to Iron County from citizens, contractors, government agencies, and/or other interested parties.
- Represents the Commission in public relations when required.
- Represents the Commission at meetings and conferences when required.
- Responsible for Encroachment Permits and property addresses.
- Acts as Deputy Surveyor and maintains survey file.
- Communicates and deals with the public courteously and effectively.
- Supervises the negotiation and preparation of legal descriptions for rights-of-way.

- Assists public with general information regarding Iron County Engineer Department.
- Performs other duties as needed and/or required.

EDUCATION AND EXPERIENCE

Bachelor's degree in Civil Engineering or related field including course work in advanced math, surveying, engineering principles, computer aided design, and construction; five (5) or more years of professional work experience performing professional civil engineering activities including two (2) or more years in a supervisory position.

1. Knowledge, Skills, and Abilities:

- Knowledge of surveying, engineering and construction principles and/or applications.
- Knowledge of advanced drafting and design applications and techniques.
- Knowledge of building codes, ADA requirements, local codes and safety regulations pertaining to construction.
- Knowledge of advanced mathematics, geometry and trigonometry applied in engineering calculations.
- Skill in customer service and public relations.
- Skill in computer applications (i.e. computer aided design, mapping, surveying (COGO) applications, word processing, data entry, spreadsheet, etc.) and systems.
- Skill in reading, writing and interpersonal communication.
- Skill in analytical problem solving.
- Ability to read specifications, blueprints, plat maps and construction plans.
- Ability to follow directions given both verbally and in writing.
- Ability to prioritize and organize multiple responsibilities.
- Ability to maintain cooperative working relationships.
- Ability to distill relevant and useful elements from vast amounts of information.
- Ability to communicate technical information effectively verbally and in writing.
- Ability to understand and follow broad objectives and instructions.
- Ability to work efficiently and meet established deadlines.
- Ability to work unsupervised, as necessary, and accept responsibility for actions.
- Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions.
- Ability to communicate effectively both verbally and in writing.

2. Licensing, Certifications and Other Requirements:

- Must possess and maintain valid Utah Driver's License.
- Must maintain compliance of Iron County Vehicle Policy – including maintaining an acceptable driving record.
- Must have and maintain professional licensing as Professional Engineer through the State of Utah.
- Attend any required training seminars when needed and/or scheduled.
- Must be able to pass a criminal background check.
- Must be able to pass a pre-employment drug screen and maintain compliance of Iron County drug and alcohol policies and guidelines.

3. Physical Demands:

Typically sit at a desk or table for long periods of time; Regularly walk, stand, stoop, bend, reach and lift objects weighing up to 20 pounds; Regularly use office equipment requiring high degree of dexterity; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 30 pounds; Talking, hearing and seeing (including distinguishing between shades of color and being able to communicate via telephone) are essential in order to perform the required duties; Regularly drive a county vehicle during the course of work duties; Work for sustained periods of time maintaining

concentrated attention to detail; Mental application utilizes memory for details, emotional stability and discriminating thinking.

Accommodation(s) may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

4. Work Environment:

Employee will mostly work in a comfortable indoor office setting, but may occasionally work in non-environmentally controlled outdoor environments. Work may expose employee to contact with volatile or uncooperative members of the public. Work may be performed around very noisy equipment; Work exposes employee to conditions such as fumes, noxious odors, dust, mists, gases and poor ventilation; Work exposes employee to possible bodily injury from moving mechanical parts of equipment, tools or machinery, as well as unknown and dangerous conditions; Work requires the use of protective devices such as safety glasses, gloves, head protection, hearing protection, masks, etc.

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Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description.
(Please Print Name)

_____
(Employee Signature)

_____
(Today's Date)