

**JEFFERSON COUNTY
EMPLOYMENT OPPORTUNITY**

Job Title: Engineering Superintendent
Department: Engineering
Reports To: Director of Engineering
Salary: \$63,968.00 annually or greater depending upon qualifications
Application Deadline: Open Until Filled

DUTIES AND RESPONSIBILITIES

Essential Job Functions: Assists in the following functions: administers the daily work assignments of Engineering Department staff; oversees Jefferson county public works projects; plans, designs and oversees various road, bridge and other construction projects; reviews and makes recommendations regarding subdivision plats and maps; compiles, reviews and submits Engineering Department agenda items for Commissioners' Court; writes/revises specifications; conducts pre-bid meetings and attends bid openings; performs flood plain administration. Performs the following functions independently: reviews the progress of projects on-site on an on-going basis until satisfactory completion; develops cost estimates to ascertain whether a job should be handled in-house or on a contract basis; monitors survey crews. Regular and predictable attendance is an essential function of this position.

Other Job Functions: Performs other job related duties, as directed.

NOTE: The above describes the general nature and level of work being performed by employees holding this position. This is not intended to be an exhaustive list of all duties and responsibilities required.

Equipment Used: Personal computer with MS Office and other job related engineering software; field survey equipment, GPS equipment; other engineering tools and apparatus as needed; vehicle; general office equipment as needed.

JOB REQUIREMENTS

Education & Experience: Bachelor's degree in Civil Engineering or related field; specialized training in personal computer and engineering software applications; a minimum of 4 years of increasingly responsible engineering experience or any equivalent combination of additional education and experience in performing civil engineering work relative to preparing plans, specifications and estimates for public works projects; experience in rural flood plain management.

Specialized Requirements: Texas Drivers License; **Professional Engineering License;** Certified Floodplain Manager preferred.

Knowledge, Skills & Abilities: **Knowledge of:** the principles and practices of civil engineering and the design of public works projects; the principles, practices, and techniques of supervision of technical personnel; the County, State, and Federal laws and regulations pertinent to public works projects and flood zones; **Skill in:** public works engineering, design, preparation of plans, specifications, and estimates, and project management; scheduling and reviewing engineering design, engineering survey; flood plain administration; communicating effectively, orally and in writing; **Ability to:** establish and maintain effective working relationships with developers, engineers, County personnel, and the general public.

WORK SITUATIONS/DEMANDS/EFFORT: Work requires organizing; prioritizing; accuracy and attention to detail; flexibility in order to assist with and coordinate a variety of duties and projects; meeting frequent deadlines; out-of-town travel to attend meetings, seminars, etc.; driving a vehicle to do on-site inspections. Note: Duties as member of County Emergency Management may require irregular hours during storms and local disasters. Employee solves problems independently and obtains supervisory approval before implementing solutions, interprets and applies policies and guidelines.

WORKING CONDITIONS: Work is performed primarily in a climate controlled private office environment; while performing non-routine outside duties, i.e. on-site inspections, surveying, employee may be subject to adverse weather and environmental conditions.

PHYSICAL REQUIREMENTS: Work is primarily sedentary; job duties require occasional light work moving objects weighing up to 20 lbs., such as files and storage boxes. Duties also require driving a car, reaching, walking, climbing and balancing when conducting on-site job inspections and field surveys; occasional prolonged sitting when working at a computer.

Apply at: Human Resources Department
Jefferson County Courthouse, Annex 1 Building
1225 Pearl St., Suite 201, Beaumont, TX 77701
(409) 839-2391
Fax: (409) 839-2399

E-mail resumes and/or signed applications to: hrdept@co.jefferson.tx.us

Jefferson County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. To request a reasonable accommodation or other assistance, contact a Human Resources representative at (409) 839-2391, or for the hearing impaired, through RELAY Texas at 1-800-735-2989 or mail your request to 1225 Pearl St., Suite 201, Beaumont, Texas 77701.