

**JEFFERSON COUNTY
EMPLOYMENT OPPORTUNITY**

Job Title: Engineering Specialist
Department: Engineering
Reports To: County Engineer
Salary: \$52,247.00 annually or greater depending upon qualifications
Application Deadline: Open Until Filled

DUTIES AND RESPONSIBILITIES

Essential Job Functions: Performs a variety of Engineering-related duties on a regular, recurring basis; computer drafting, surveying (GPS and GIS integrated), technical inspections; liaisons with higher authority and other governmental and private entities. Assists with facility design and construction projects; inspects the work in place; enforces contractual requirements. Interprets Labor Law, floodplain management matters, and enforces applicable codes (Fire, Safety, OSHA, Environmental Regulatory Requirements, etc). Also interprets plans and specifications, assists in the resolution of conflicts within design specs, contract requirements, and matters of code. Conducts hands-on surveying and produces facility layouts, topographic files, drainage channel elevations, roadway elevations, cross-sections, etc. Maintains accurate survey records in the form of field notes and sketches; prepares copies of maps, charts, and blueprints; prepares and maintains files; responds to requests for information from other departments, contractors, and the public; assists with field inspections of bridges. 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 nor are all duties listed necessarily performed by any one employee so classified.

Equipment Used: Personal computers, CAD programs, GIS programs, GPS, field survey equipment; other engineering tools and apparatus as needed; general office equipment as needed.

JOB REQUIREMENTS

Education & Experience: High school diploma or GED. Five years of increasingly responsible job-related experience, and on-the-job training in surveying techniques and civil engineering projects is preferred.

Specialized Requirements: Texas Drivers License and excellent driving record.

Knowledge, Skills & Abilities: Effective verbal and written communication skills; computer skills; good math calculation skills; interpersonal skills including ability to interact and cooperate with co-workers; problem solving skills. Knowledge of GPS and GIS programs; AutoCAD proficiency; ability to deal with complex matters under stressful situations.

WORK SITUATIONS/DEMANDS/EFFORT: Work requires accuracy and attention to detail; flexibility to perform a variety of duties. Must be able to work Monday thru Friday, 7:00 a.m. to 4:00 p.m., overtime when necessary.

WORKING CONDITIONS: Clerical related functions are performed in a climate controlled office environment; employee also works outside to perform surveying work and inspect construction projects and is subject to adverse weather and environmental conditions, including temperature extremes, humidity and precipitation; physical hazards from construction equipment, insects, etc.; adverse atmospheric conditions from dust, fumes, and odors.

PHYSICAL REQUIREMENTS: Job duties require driving a vehicle and occasional heavy work; employee moves objects weighing up to 100 lbs. by lifting, carrying, pushing and/or pulling. Field inspections and surveying require constant walking and/or standing, reaching, climbing and balancing on construction sites and bridges; a high degree of stamina. Work in the office is primarily sedentary.

**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, religion, sex, national origin, age, disability, veteran status (disabled), genetic information, sexual orientation, gender identity or expression, or political affiliation 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.