



WALLA WALLA COUNTY

P.O. Box 1506 □ Walla Walla, Washington 99362
phone: (509) 524-2600 □ Fax: (509) 524-2603



EMPLOYMENT OPPORTUNITY

Public Works Department

Position: Assistant County Engineer P.E.
Salary Range: \$92,694.78 - \$136,288.12 annually; Starting Salary DOQ, DOE
Location: Public Works Department
Employment Type: Full-time (40 hours/week); FLSA Exempt; Benefits Apply

Open Until Filled

Full Time Benefits Include: • County pays \$1,550 per month towards medical, dental, vision, life insurance and employee assistance program for employee and eligible family members • Retirement: Walla Walla County full time employees are eligible for Washington State Department of Retirement Services (DRS) • HRA Veba account: Employer contribution may apply • Wellness program • Access to MetLife Pet Insurance • Deferred compensation plans offered • Twelve paid holidays annually • Vacation accrual based on seniority (see Union Contract) • Benefited employees shall accrue sick leave benefits at the percentage rate of hours worked per week, to a maximum of eight (8) hours earned per month based on a forty (40) hour workweek but not less than one (1) hour per every forty (40) hours worked per County Policy 30.05.0

Visit [Walla Walla County Website](http://www.walla-walla.co.wa.us) for detailed benefits information.

Brief Duties and Responsibilities: Responsible for the construction and administration of public works projects to include planning and environmental requirements. The position requires responsible, professional work with knowledge of civil engineering principles, as well as the county code, relevant RCWs and WACs, and Public Works Department standards and procedures. Responsible for all transportation related land-use development activities throughout the County. Oversees transportation planning requirements and the county road permitting process. Oversees road and bridge construction project delivery from project inception, design, right of way acquisition, construction, and project close-out, in compliance with local, state, and federal requirements. Manages the county stormwater program, road permit program, and the Public Works Safety program.

Supervisory Responsibilities: Serves as team leader with daily direct supervision of eight (8) or more employees. Serves as primary advisor to the County Engineer concerning design and construction activities of roads, bridges and other public works projects county-wide.

Working Environment/Physical Abilities: Work involves both indoor work and outdoor work in various types of weather conditions throughout the year. Outdoor work requires the ability to operate a motorized vehicle as well as a full range of physical movements such as but not limited to bending, reaching, standing and occasionally lifting more than fifty (50) pounds. Indoor work requires sitting and dexterity to operate phones, computers and related equipment.

Minimum Qualifications: Experience, Education And Training: Bachelor's degree in civil engineering OR related field. Minimum of five (5) years' experience in the design, construction, and maintenance of roads, bridges, drainage and street systems, including three (3) years' experience managing and supervising multiple projects and employees. OR a combination of education, Civil Engineering experience, and leadership experience may be considered.

Licenses, Certifications And Other Requirements: Professional Engineer license required. Must be registered to practice engineering in the State of Washington or obtain such registration within six (6) months of hire date. Must be a Washington State Certified Bridge Inspector or obtain such certification. Must possess a valid driver's license. Must successfully pass a background check and a driving record check.

For Application: Application, resume and cover letter required. Job description is available on our website at www.co.walla-walla.wa.us where you can apply online.

SELECTION IS BASED ON QUALIFICATIONS, BACKGROUND CHECK, DRIVING RECORD CHECK, AND ORAL INTERVIEWS.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT



GENERAL INFORMATION FOR APPLICANTS

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER: All qualified persons will be considered for employment without regard to race, color, religion, sex, nationality, origin, age, political affiliation, disability status or any other non-merit factor. Women, disabled persons, members of ethnic minority and other under-represented groups are encouraged to apply.

APPLICATIONS

FILING OF APPLICATION: Applications must be completed in accordance with the directions on the front of the announcement. Applicants are responsible for the truth of all statements. Misrepresentations, incomplete or inaccurate entries may be the cause for application rejection, removal from the employment list or discharge from County service. A background investigation will be conducted along with reference and former employer checks, driving record, and criminal history if applicable to requirements of the job. Applications must be received or postmarked by the last date for filing applications.

CHANGE OF ADDRESS: Applicants are responsible for notifying the hiring department of any change of address or telephone number.

NOTIFICATION: Unsuccessful candidates will be notified by mail as soon as feasible following the final selection decision.

EMPLOYMENT

ELIGIBILITY LISTS: Walla Walla County reserves the right to establish an eligibility list to fill any vacancies that may occur in the posted position for a period up to twelve (12) months.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice. Walla Walla County is committed to a drug, alcohol, and smoke free environment.

Mailing Address:

Human Resources/Risk Manager
P. O. Box 1506
Walla Walla, WA 99362

Human Resources/Risk Manager

314 W Main Street, 2nd Floor
Walla Walla, WA 99362
Phone: (509) 524-2600
Fax: (509) 524-2603
Web site: www.co.walla-walla.wa.us

WALLA WALLA COUNTY POSITION DESCRIPTION

JOB TITLE: Assistant County Engineer P.E.

DEPARTMENT: Public Works

REPORTS TO: County Engineer

PAY GRADE: 9: FTE, 40 hours per week, FLSA Exempt, Benefits Apply

JOB SUMMARY: Responsible for the construction and administration of public works projects to include planning and environmental requirements. The position requires responsible, professional work with knowledge of civil engineering principles, as well as the county code, relevant RCWs and WACs, and Public Works Department standards and procedures. Responsible for all transportation related land-use development activities throughout the County. Oversees transportation planning requirements and the county road permitting process. Oversees road and bridge construction project delivery from project inception, design, right of way acquisition, construction, and project close-out, in compliance with local, state, and federal requirements. Manages the county stormwater program, road permit program, and the Public Works Safety program.

SUPERVISORY RESPONSIBILITIES: Serves as team leader with daily direct supervision of eight (8) or more employees. Serves as primary advisor to the County Engineer concerning design and construction activities of roads, bridges and other public works projects county-wide.

ESSENTIAL FUNCTIONS:

- Plans, schedules, budgets, and manages construction of all county road, bridge and stormwater projects.
- Schedules and coordinates subordinate staff to ensure design, review, right of way acquisition, inspection, and reporting critical path deadlines are met, to advance public works projects and protect public infrastructure investments.
- Maintains rigid adherence to project scope, schedule, and budget parameters simultaneously for multiple high-priority projects.
- Manages County-wide stormwater program and ensures County compliance with NPDES-Phase II stormwater permit requirements.
- Oversees and approves all transportation related land-use development activity.
- Manages transportation related activities including long range planning, traffic counts, freight and goods system, traffic impact analyses, county code, road design standards and speed studies.
- Responsible for the county bridge inspection program per state and federal requirements.
- Plans and manages priority programming of public works projects.
- Assists in the development, preparation, implementation of short-range and long-range plans including the Six Year Transportation Improvement Program, the Stormwater Management Program Plan, the Annual Construction Program, and the Public Works Business Plan.

- Prepares and presents reports, resolutions, or other documents as required at public meetings.
- Represents the County at various community boards and advisory groups, as assigned.

EXAMPLES OF DUTIES:

- Plans, schedules, coordinates, and negotiates projects with government agencies, utilities, private companies and the public.
- Serves as a primary contact for contractors, consultants, government agencies, and public for Public Works construction/engineering projects.
- Assists with design, surveying and drafting, inspection, and project management of Public Works projects, as needed
- Provides technical support and training to staff.
- Reviews plans and specifications for completeness and accuracy.
- Ensures compliance with all state and federal environmental and construction compliance requirements.
- Establishes project schedules, timelines, and resource requirements.
- Represents the Public Works Department on various committees, associations and groups.
- Conducts regular staff meetings and communicates project information up and down the chain of command
- Conducts quarterly and annual employee evaluations, and annual initial counseling to establish engineering goals and priorities; assists in low level disciplinary counseling and may assist with performance improvement plans.

EQUIPMENT TO BE USED: Must be able to operate county vehicles, survey equipment, traffic measuring devices, and assorted engineering and construction equipment and computer software necessary to perform the job duties

WORKING ENVIRONMENT/PHYSICAL ABILITIES: Work involves both indoor work and outdoor work in various types of weather conditions throughout the year. Outdoor work requires the ability to operate a motorized vehicle as well as a full range of physical movements such as but not limited to bending, reaching, standing and occasionally lifting more than fifty (50) pounds. Indoor work requires sitting and dexterity to operate phones, computers and related equipment.

KNOWLEDGE OF:

- Knowledge of federal, state and local laws, regulations and standards regarding design and construction of civil works projects.
- Knowledge of Federal, State and local laws and regulations regarding NPDES Phase II and other stormwater requirements.
- Knowledge of road/street, storm drainage and utility design construction and construction inspection practices.

- Knowledge of urban and rural road standards and their respective application for land development.
- Knowledge of permitting processes that involve driveways, private roads, road cuts, franchises and special events.
- Knowledge of traffic counting equipment, its use, and ability to apply the results.
- Knowledge of Public Works engineering, maintenance, and operations functions
- Ability to implement and maintain sound organizational practices; Maintain a high standard for accuracy, completeness, and efficiency in the preparation of reports and budgets
- Ability to be independent and self-directed to meet required deadlines while simultaneously completing other tasks
- Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations
- Ability to manage and direct activities of professionals and sub professionals
- Ability to establish and maintain effective working relationships with other employees, public and private agencies, and the general public
- Ability to operate equipment associated with the position in a proper and skillful manner
- Ability to make complex computations and tabulations accurately and with reasonable speed

EXPERIENCE, EDUCATION AND TRAINING: Bachelor's degree in civil engineering OR related field. Minimum of five (5) years' experience in the design, construction, and maintenance of roads, bridges, drainage and street systems, including three (3) years' experience managing and supervising multiple projects and employees. OR a combination of education, Civil Engineering experience, and leadership experience may be considered.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Professional Engineer license required.
- Must be registered to practice engineering in the State of Washington or obtain such registration within six (6) months of hire date.
- Must be a Washington State Certified Bridge Inspector or obtain such certification.
- Must possess a valid driver's license.
- Must successfully pass a background check and a driving record check. Valid driver's license required

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR
EMPLOYMENT**