



**ISLE OF WIGHT COUNTY  
invites applications for the position of:**

## **County Engineer**

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**SALARY:** \$73,252.00 - \$117,204.00 Annually

**OPENING DATE:** 04/23/21

**CLOSING DATE:** Continuous

**DESCRIPTION:**

The County Engineer is responsible for planning, programming, managing the County's engineering and environmental functions. This position requires continual analysis and coordination of various engineering elements involving one or more departments and requires an advanced level of technical knowledge and/or a critical level of analysis, logic or creative thinking to resolve difficult, technical and/or administrative problems which impact the entire organization. or County population. The job is continuously/constantly expected to adapt or combine known methods, systems, services, or operating concepts and apply them to new situations, or develop new ideas or concepts.

**EXAMPLES OF DUTIES:**

Supervise and train subordinate employees in proper procedures, work practices and safe methods, and promote and maintain a safe and healthy work environment free of recognized hazards in accordance with County policy. Duties include; assigning and reviewing work, developing performance expectations, providing direction, guidance, and conducting performance evaluations;

- Develops and administrators the Departmental budget and capital improvement plans;
- Responds to customer and citizen complaints and concerns. Investigates problems and related issues. Determines appropriate measures for resolving issues and either takes action, assigns to subordinate staff or brings issue to the Director. Provides information regarding Departmental services and activities.
- Maintains current knowledge of engineering practices, regulations, issues, trends and developments.
- Conducts engineering studies and provides recommendations and updates regarding proposed construction projects, and Departmental programs and activities. Manages design and construction projects as assigned, including; coordination with other departments or agencies, financial accountability, bidding and award of contracts, construction, and record drawings.  
With input from other departments, plans design and construction of new or replacement sewer, water, and stormwater facilities. Assists in the identifications of needs for these new or replacement facilities.
- Develops and administers all assigned design and construction or reconstruction of facilities for the County including but not limited to water, sewer, roads, drainage, parks, landfills, and landscaping.
- Maintains current knowledge of engineering practices, related regulations, issues, trends and developments through continued involvement on state, regional, and federal committees and organizations;

- Provides to the Board of Supervisors and other Agencies; reports, studies and provides recommendations and updates regarding proposed construction projects, and departmental programs and activities;
- Assists in; the selection of professional service contracts, negotiation of professional services contracts, design, easement acquisition, land purchases, leases, bidding process in accordance with state and local procurement policies, construction contracts, payments, change orders, close out documents, and as built drawings;
- Assists design professionals and County departments with regulatory permits, environmental permits, design approvals, construction permits, construction coordination, citizen concerns, and construction problems;
- Represents the County on design and construction issues;
- Maintains records of cost, estimates, regulations, specifications, safety issues, and design standards;
- Prepares cost estimates for proposed projects;
- Reviews plans to ensure compliance with County standards and generally accepted practices;
- Provides reports, studies and recommendations for proposed construction projects;
- Conducts site plan and subdivision review for compliance with County ordinances, Standards and Specifications, and standard engineering practices.
- Manages stormwater management fee databases and associated credit processes;
- Interfaces with and provides customer service to citizens, businesses, and other customers regarding stormwater management and erosion and sediment control;
- Receives and responds to inquiries from the general public with problems pertaining to stormwater programs and projects;
- Resolves problems and responds to questions and concerns associated with stormwater projects, environmental regulations, drainage, etc. from citizens, consultants, other agencies, and staff;
- Serves as program administrator for the County's Stormwater Management (VSMP Authority) Program and the County's Erosion and Sediment Control Program
- Performs other related duties as assigned.

## **REQUIRED QUALIFICATIONS:**

### **Education and Experience:**

BS degree in civil engineering or other related engineering field with emphasis on utility design and review.

### **Preferred Experience:**

Municipal utility experience preferred and/or 10 years of experience

### **Licenses or Certifications:**

Licensed in Virginia as a Professional Engineer.

Certified Stormwater Program Administrator to be obtained within one year of employment

## **SUPPLEMENTAL INFORMATION:**

Position is open until filled.

Please Note: All County employees may be required to report to serve our customers during emergency conditions. While some will perform their regular duties, others may be assigned to report at a different time and location and to perform different duties from their regular jobs.

Employees will either be deemed essential personnel and provide services that must continue regardless of or pursuant to a state of emergency or will be deemed nonessential personnel that will be required to report to work in an emergency if they receive an assignment to shelter duty or

other duty.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.co.isle-of-wight.va.us/>

Position #20  
COUNTY ENGINEER  
LT

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