



## Gloucester County Job Description

**POSITION:** Engineering Services Director  
**DEPARTMENT:** Engineering Services Department  
**JOB CODE:** A240  
**FLSA:** Exempt

**GENERAL STATEMENT OF JOB:** Under general direction, performs highly responsible management and professional engineering work. Supervises professional and clerical support staff delegating authority as appropriate. Supervises the design and construction of all County properties, including buildings, parks, grounds, solid waste facilities, and public safety radio communication systems. Work also involves coordinating, planning, developing and implementing proposals and programs to maintain and expand services in accordance with needs of the County, and administration of revenues. Employee must exercise considerable initiative and independent judgment in all phases of work. Employee must also exercise tact and courtesy in contact with public officials, developers, contractors, and the general public. Reports to the Deputy County Administrator.

### ESSENTIAL JOB FUNCTIONS:

1. Plans, organizes and directs all activities of Engineering Services Department employees to ensure service of current and anticipated needs of the County; anticipates municipal growth and develops strategies to render service; ensures compliance with State and federal regulations; projects manpower and staffing requirements to meet current and anticipated needs; provides input to County Administration; ensures the availability of resources and that departmental activities are accomplished in a cost-effective manner.
2. Supervises all administrative matters in the Engineering Services Department, including budget and grant proposal preparation and administration, capital improvement plans, accounts payable, general ledger monitoring, permitting processes, scheduling and personnel matters.
3. Gathers and analyzes data and provides information to County Administration and Board of Supervisors, as requested; informs County Administration on the status of current projects and associated activities.
4. Serves as the County's Community Rating System (CRS) Coordinator and acts as the primary contact for FEMA, Region III. Serves as primary staff liaison to the Floodplain Management Committee. Develops, updates and maintains the Coastal Floodplain Management Plan. Coordinates with department heads and administration to ensure CRS activities are executed per the approved program.
5. Supports the County's transportation planning efforts. Serves as or supports County representatives of the Hampton Roads Transportation Technical Advisory Committee (TTAC) County liaisons with the Virginia Department of Transportation. This includes assistance in pursuit of transportation funding through available state and federal sources.
6. Creates preliminary designs of major County facilities. Oversees County construction and engineering projects to assure quality products for reasonable costs; participates in design work being performed by consulting engineers and architects to ensure designs incorporate modern processes and materials; reviews all work submitted for Director's authorization.
7. Oversees the operation and maintenance of the County's public safety (and public works) radio communication systems to ensure an uninterrupted level of service. Administers and coordinates maintenance service contractors hired to maintain radio communication system assets.
8. Provides in-house small project design and construction services for all County departments; designs and supervises the construction of projects, including building, electrical, mechanical and civil projects.
9. Develops bid specifications and follows procurement policies in the acquisition of capital projects equipment and materials; assists in the negotiation process on major public works contracts; drafts and promotes negotiating positions that will benefit the County. Takes lead role in the development of standard capital project bidding documents (AIA & EJCDC).

10. Directs and participates in technical and complex engineering areas such as construction document development based on EJCDC and AIA standards, erosion and sediment control, storm water management, solid waste management, and facility and utility construction.
11. Ensures solid waste management services are provided in accordance with the contract with landfill operator. Over site and responsible for maintenance and inspections of the old landfill and meeting DEQ standards.
12. Responsible for debris disposal and management from any emergency.
13. Advises department heads on the status of projects involving their departments or areas of interest; provides technical support for department heads by providing architectural / engineering, planning, and other assistance as needed for requests for capital expenditure.
14. Receives and investigates complaints, requests, or inquiries from the general public pertaining to departmental services or programs, conferring with those affected and responding as appropriate; receives and investigates inquiries and complaints pertaining to personnel matters and responds as appropriate.
15. Selects and hires consultants, contractors, and staff; coordinates work to ensure regulatory requirements, deadlines and goals are met.
16. Develops department policies and procedures; interprets department policies, procedures, and ordinances for customers, developers, contractors, and public officials as required; confers with state, federal, and other County agencies (including the County school system) on a variety of matters to provide assistance, coordination, guidance, direction, and recommendations.
17. Confers with County Administration on a variety of issues and concerns pertaining to departmental operations; researches and plans new ordinance changes to meet the needs of the community; develops, coordinates, and monitors a variety of projects; prepares and submits periodic and/or comprehensive reports to County Administration and the Board of Supervisors; makes presentations to the general public.
18. Receives and responds to inquiries, suggestions, and complaints received from individuals, civic and community groups, developers, contractors, County Administration, Board of Supervisors, County employees and representatives of other governmental agencies, etc.; meets with individuals, civic and community groups, developers, contractors, Board of Supervisors, and employees and representatives of other governmental agencies, etc., to present, promote and/or interpret departmental programs and activities.
19. Reviews and monitors departmental cost accounting, revenue, and expenditure reports.
20. Performs other duties as assigned.

#### **EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS**

All Gloucester County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator, the Emergency Management Director, or the Emergency Operations Plan (EOP). Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply. (Please see Gloucester County Administrative Policy 101.1 - Employee Utilization in Adverse Weather and Emergency Conditions.)

#### **JOB LOCATION AND CONDITIONS:**

Duties are generally performed in an office environment. Operates variety of office equipment: computer, copier, fax, and calculator. Occasional work in industrial settings.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Broad knowledge of the principles and practices of supervision, organization and public administration.

Thorough knowledge of the civil engineering field including capital project delivery/construction management and land development design/permitting.

Thorough knowledge of all federal, state and local regulations regarding solid waste management facilities.

Broad knowledge of county ordinances and codes, and related land use regulations.

Broad knowledge of the geographic layout of the County.

General knowledge of land development requirements.

General knowledge of grant writing procedures and grant administration.

Ability to plan, assign and coordinate the work of a diverse professional and technical staff.

Ability to prepare correspondence, reports, forms, budgets, studies, construction estimates, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style; to prepare clear and comprehensive financial, administrative and analytical reports; and to prepare a budget and monitor department expenditures.

Ability to establish and maintain effective working relationship with municipal and State officials, developers, and contractors and as otherwise necessitated by work assignments.

Ability to speak before groups of people with poise, voice control and confidence.

Ability to communicate effectively and efficiently in a variety of technical or professional languages including engineering, legal, accounting, mechanical, and electrical terminology.

#### **EDUCATION AND EXPERIENCE:**

Possession of a bachelor's degree in civil engineering or related field (master's preferred).

Six (6) or more years of progressively responsible management experience dealing with capital project delivery and land development.

#### **NECESSARY SPECIAL QUALIFICATIONS:**

Possession of a valid driver's license; possess and maintain a driving record that meets established Gloucester County Driving Standards.

Registered as a Professional Engineer (PE) by the Commonwealth of Virginia.

Recognition as a Construction Documents Technologist (CDT) by the Construction Specifications Institute (CSI) preferred.

Possession of Floodplain Manager Certification within 12 months of accepting position.

Pass a post-offer, pre-employment physical examination and may be subject to subsequent physical examinations to ensure he/she meets job-related physical requirements.

**PHYSICAL REQUIREMENTS:**

<b>C</b> = Continuous – over 6 hours a day <b>F</b> = Frequent – between 3 and 6 hours a day	<b>O</b> = Occasional – less than 3 hours a day <b>I</b> = Intermittent–several times a week/month	<b>P</b> = Periodic – several times a year <b>N/A</b> = Not applicable to position
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LIFT/CARRY	C	F	O	I	P	N/A
1 to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

EQUIPMENT USAGE & OPERATION	C	F	O	I	P	N/A
Standard Office Equip.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle requiring CDL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PUSH/PULL	C	F	O	I	P	N/A
1 to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

WORK WITH/NEAR	C	F	O	I	P	N/A
Machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Power Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

MOVEMENT	C	F	O	I	P	N/A
Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach Above Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Below Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp/Squeeze	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb Stairs/Ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Uneven Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Even Walking Surface	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENT	C	F	O	I	P	N/A
Indoors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Extreme Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dusty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excessive Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ENDURANCE	C	F	O	I	P	N/A
Stationary Position (stand or sit)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move, Traverse (walk)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position (use of hands/fingers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VISION REQUIREMENTS (Check all that apply)	
Depth Perception	<input type="checkbox"/>
Color Vision	<input type="checkbox"/>
Peripheral Vision	<input type="checkbox"/>
Uncorrected/Corrected vision 20/40 or better in one or both eyes; 100 degrees, or better, horizontal vision in one or both eyes	<input checked="" type="checkbox"/>