

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Public Works
Unclassified, GRADE 19
FLSA exempt position

DIRECTOR OF PUBLIC WORKS **(County Engineer)**

GENERAL STATEMENT OF DUTIES: Performs executive level responsibilities in the administration and operation of the Department of Public Works, which includes an Engineering Division with industrial pretreatment duties, a Facilities Management Division, and a Wastewater Facilities Division; performs all responsibilities of County Engineer; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for high-level management and professional engineering work involving the design, scheduling, construction, operation, and maintenance of various capital, wastewater, sewer line and related projects. Supervision is exercised over division managers and staff members. Represents the County on matters relating to public works issues under the general policy direction of the County Administrator.

ADA REQUIREMENTS: This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required for making rational decisions through sound logic and deductive processes; visual acuity is required for depth perception, color perception, night vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and wearing a respirator. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

EXAMPLE OF WORK: (Illustrative only)

Provide professional engineering guidance and advice to the County government;
Coordinate activities with other departments, agencies and municipalities as required;
Provide leadership and direction in the development of short and long range plans and projects;

Monitor the administration and enforcement of sewer code;
Communicate official plans, policies and procedures to staff and the general public;
Prepare annual budget and approve expenditures in compliance with approved budget;
Monitor progress on public works projects and other capital improvements;
Review and make final Department decision on personnel matters;
Direct Department assistance during countywide emergencies such as hurricanes and floods;
Provide technical and administrative support to assigned committees;
Recommend, review and monitor work of hired consultants.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Comprehensive knowledge of the principles and practices of civil engineering relating to public works; comprehensive knowledge of design, construction, and maintenance of sewage and drainage systems, thorough knowledge of laws and regulations relating to public works; skill in the use of highly technical computer applications, such as GIS or CAD; ability to perform highly technical engineering studies and to provide advice on complex engineering matters; ability to establish and maintain effective relationships with subordinates, contractors, developers, County officials, Federal and State agencies and the public; demonstrated ability to lead and supervise the work of professional and nonprofessional assistants; ability to obtain the cooperation and assistance of others; good professional judgment; working knowledge of personal computers and related automated engineering systems; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND EDUCATION: Bachelors degree from an accredited four (4) year college or university in engineering (MPA or MBA desired) and six (6) to ten (10) years of progressively responsible experience as a registered professional engineer, three (3) of which must be in a supervisory capacity; or any equivalent experience and training determined by Levy Court.

ADDITIONAL REQUIREMENTS: Must have state issued Professional Engineer certification that is transferrable to Delaware Association of Professional Engineers. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Employee Acknowledgement

Eff. 10/01/07

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