

KENT COUNTY POSITION DESCRIPTION

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

Department of Public Works
Division of Engineering
Classified, GRADE 16
FLSA exempt position

**ASSISTANT DIRECTOR OF PUBLIC WORKS -
ENGINEERING DIVISION**

GENERAL STATEMENT OF DUTIES: Serves as primary assistant to the Public Works Director and oversees the operations of the Engineering Division; performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is advanced level and professional engineering work involving the coordination and supervision of staff, interpretation of policies, rules, regulations and problems of professional and technical nature with administrative officials, representative groups, press and the general public. The incumbent insures completion of routine and special projects and makes professional recommendations for developing, planning and implementing engineering projects. The work is performed under the general supervision of the Director.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires climbing, reaching, standing, walking, fingering, handling, 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 preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, and determining the accuracy and thoroughness of work; mental acuity is required to make rational decisions through sound logic and deduction; the worker is subject to inside and outside environmental conditions.

EXAMPLE OF WORK: (Illustrative only)

Provide expert technical guidance and assistance to Division personnel;
Interact with representatives from private sector, government agencies and County offices;
Develop, initiate and implement design and/or construction concepts, procedures and techniques into Division programs and projects;
Coordinate and supervise staff work;

Prepare conceptual engineering designs/plans for wastewater collection, conveyance and treatment facilities and performs cost estimating for such projects;
Prepare specifications and advertise for bids for various purchases and special projects;
Prepare program/project assessments, progress reports, and special reports upon request;
Review reports of staff for accuracy and compliance with regulatory requirements;
Determine sewage capacity availability and requirements for new developments and catalogs sewer construction/District drawings.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Considerable knowledge of the principles and practices of civil and/or environmental engineering as related to County public works programs and projects; good knowledge of land and engineering survey systems, methods and techniques; good knowledge of construction materials and of approved standards of safety as related to structural designs and specifications; skill in data interpretation, program and project analysis and evaluation; ability to supervise engineering and other personnel; ability to establish and maintain effective working relationship with staff, coworkers, supervisors, elected and appointed officials, and the public; operational knowledge of personal computers and pertinent applications; 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 with a minimum of four (4) years of related experience and good knowledge of the fundamentals of hydraulics, hydrology and wastewater management; or any combination of experience, and training which provides the required knowledge and skills.

ADDITIONAL REQUIREMENTS: Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. Registration by Delaware Association of Professional Engineers as a professional engineer. 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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