

**Title: Engineering Project Specialist**  
**Department: Public Works**  
**Division/Office: Engineering Division**



Grade 2117; Hourly position; Category: Classified; Job Code: EPM1; Rev.:07/01/2021

### **General Description**

The purpose of this position is to coordinate public works projects, not requiring a State license, which involves the planning and resolution of issues related to streetlight and garbage districts and execution of tasks related to various sewer line and wastewater treatment facility maintenance, upgrade and expansion.

This single position class works independently, under limited supervision, reporting major activities through regular meetings.

### **Duties and Responsibilities**

*The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.*

- Conducts the necessary procedures to create street lighting and garbage collection districts.
- Conducts the necessary procedures to create/extend sanitary districts and provide for the transfer of pumping stations to the County.
- Informs interested persons of requirements for sewer infrastructure and pumping station connections and capacity expansions.
- Assists with preparation of bid documents, which contain technical specifications and scopes of work for contract construction and professional services.
- Determines engineering feasibility, study desired results and conclusions, and present recommendations in report format.
- Corresponds with regulatory agencies, general public and other interested persons.
- Determines sewer capacity availability and requirements for new developments.
- Works with State Department of Transportation on the advisability of sewer locations.
- Performs related work as required.

### **Minimum Education and Experience Requirements:**

Requires Associate's degree in engineering or related major with working knowledge of public works projects or any equivalent combination of education and experience.

### **Additional Requirements:**

Extensive knowledge of drafting and inspections techniques; significant knowledge of the operation and functions of a public works operation; ability to prepare reports and maintain records; ability to locate and utilize engineering information and work independently or with minimal supervision to complete engineering technical level assignments; ability to establish and maintain effective working relationship with coworker, supervisors, contractors, and the public; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

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.

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**Americans with Disabilities Act 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 fingering, 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 to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**Special Certifications and License Requirements:**

- Must possess and maintain a valid state driver's license with an acceptable driving history.

**Notices:**

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

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Employee Acknowledgement