



CHARLES COUNTY GOVERNMENT
invites applications for the position of:

Engineer IV - Planning

SALARY:	\$36.75 - \$59.01 Hourly \$71,654.00 - \$115,078.00 Annually
OPENING DATE:	03/05/19
CLOSING DATE:	Continuous
SUMMARY:	

THIS JOB IS OPEN UNTIL FILLED

Responsible for the development and oversight of the technical engineering team for Water and Sewer Infrastructure Planning and design. Performs supervisory civil engineering and related work for the County. The work involves the application of civil engineering principles, project management, permit compliance and concept development for developer infrastructure and/or capital improvement projects. Position is assigned responsibility for major functional areas within the division. Overall goals are set and the worker determines the specific tasks and assignments to be performed, independently handling new, unusual problems and deviations encountered in the work.

ESSENTIAL JOB FUNCTIONS:

Responsible for supervising specialized engineering work in an assigned functional area with a focus on water and sewer engineering.

Responsible for the development of the Division's Engineering Work Program, including project initiation, development, procurement actions, schedules, and staff coordination.

Supervises engineering staff: assigns and reviews work, and takes actions to adjust work, staffing and operations to meet requirements. Selects, trains and evaluates staff, and takes appropriate actions to improve performance when necessary. Initiates actions regarding hiring, transfer, promotion, payroll, leave, performance and other personnel actions.

Develop, review, and evaluate studies, reports, requests for proposals; make recommendations on projects.

Develops, manages, and maintains the computer-based water and wastewater models for the County.

Review developer submissions of proposed water and sewer infrastructure submissions for

adequacy of facilities. Management and oversight of water/wastewater capital projects for studies and engineering design, but may also include design projects for roadways, storm drain, stormwater systems, and floodplain areas.

Develop and/or analyze proposed water and sewer system enhancements for adequacy and optimal efficiency of system performance. Formulate findings and recommendations and meet with involved parties to discuss and clarify issues and explain requirements; advise and assist parties on how to achieve compliance with applicable rules and regulations.

Responsible for managing the technical portions of the County Comprehensive Water and Sewer Plan and making technical recommendations for the water and sewer ordinance.

Develops, reviews and evaluates studies, reports and recommendations and takes or recommends appropriate actions.

Meets with parties involved to discuss and clarify issues and explain requirements; advises and assists parties on how to achieve compliance with applicable rules and regulations.

Ensures the maintenance of project files and records and preparation of related reports including graphic materials, maps and other illustrative materials as necessary.

Reviews and evaluates projects for conformance with engineering regulations, development and subdivision requirements, standard specifications, standard details, and other areas as assigned. Responsible for the preparation of related reports and recommendations for review and presentation to various boards and committees.

Coordinates studies and projects with other division functions and departments as necessary; makes referrals and follows through on actions with agencies as necessary.

Responds to inquiries from the public, developers, engineers, landowners, attorneys and others involved in infrastructure regarding procedures, compliance issues and related matters.

Performs field visits and site inspections as necessary.

Serves on boards, committees and work groups as assigned, providing technical support and assistance, often representing the County on a regional or state-wide basis.

Assists in formulating and implementing long range plans, engineering projects or policies, and updating applicable ordinances, specification and details.

Other Duties

Performs related work as required.
Fills in for or represents Chief as needed.

QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledges, Skills and Abilities(These are pre-employment KSAs that apply only to Essential Job Functions.)

Knowledge of--

- Must have in-depth knowledge of the principles, concepts and techniques of civil and/or mechanical engineering; computer software, including, water, sewer and stormwater models; engineering manuals
- Microsoft Word, Excel, Power Point and various water, sewer and stormwater engineering model software applications
- Manuals, such as AASHTO, MIJTCD. SHA Book of Standards. SHA Standard Specifications for Construction and Materials etc...
- Effective techniques of supervision.

Ability to--

- Develop, run, enhance and maintain computer-based water, sewer, and stormwater models as they apply to the development or improvement to the related public infrastructure.
- Supervise employees, including training and evaluating staff
- Perform technically sound engineering and related studies and formulate appropriate recommendations;
- Interpret and apply applicable ordinances, rules, regulations, standard specifications, and details to varied engineering situations
- Maintain records and prepare related reports and correspondence
- Communicate effectively orally and in writing, including public presentations
- Establish and maintain effective writing relationships with others encountered in the work, including internal & external customers.

Required Qualifications (Note: Any acceptable combination of education, training and experience that provides the above knowledge, abilities and skills may be substituted on a full-time year for year basis.)

Training and/or Education

Bachelor's degree in civil engineering.

Experience

Five years of progressively responsible engineering experience.

Licenses or Certificates

Valid driver's license.

Maryland Registered Professional Engineer (P.E.) required.

Special Requirements

None

ADDITIONAL INFORMATION:**Physical Demands**

The work is mostly sedentary with periods of light physical activity, and is performed in office surroundings. Typical positions may require workers to walk or stand for long periods; lift and carry up to 20 pounds; climb stairs, bend, reach, hold, grasp and turn objects; and use fingers to operate computer or typewriter keyboards. The work requires the ability to speak normally and to use normal or aided vision and hearing.

Unusual Demands

Work is subject to frequent interruptions and inflexible deadlines.

FLSA Status

Exempt

Reports to

Planning Director

Supervises

Engineer I/II/III

Revised 11/17

Grade 16

200 Baltimore Street
La Plata, MD 20646

Position #2018-00231
ENGINEER IV - PLANNING
SS

dhrr@charlescountymd.gov

Engineer IV - Planning Supplemental Questionnaire

* 1. How many years of experience do you have relevant to this position?

* 2. Do you have your Professional Engineer (PE) certification? This is required.

* 3. Please describe your experience with water and sewer system modeling software.

* 4. The position you are applying for requires an acceptable driving record. The Charles County Government employee driving policy states that employees will be considered to have an acceptable driving record if ALL of the following statements are true: - I have 2 or fewer moving violations in the last 3 years. - I do not have a suspended or revoked license. - I do not have a motor vehicle conviction of plea of Nolo Contendere involving the use of alcohol, illegal drugs, refusal to take an alcohol test, misuse of legal, over the counter medications, or the acceptable of Probation Before Judgement (PBJ) for any of these violations. According to these guidelines, do you have an acceptable driving record?

Yes No

* Required Question