

## **COUNTY ENGINEER**

Organization: Sumner County, Tennessee  
Department: Development Services (Planning & Stormwater)  
Job Type: Full Time  
Salary and Benefits: Dependent Upon Qualifications, plus a comprehensive benefits package  
Post Date: 08/21/2019  
Closing Date: 09/16/2019

**Interested applicants should send their resume and three professional references to Josh Suddath, Director of Development Services, [jsuddath@sumnercountyttn.gov](mailto:jsuddath@sumnercountyttn.gov)**

**Individuals selected for an interview will be required to complete a Sumner County Government Employment Application.**

**In order to be considered for this position, applicants must possess a valid licensure from the State of Tennessee as a Professional Engineer and have an unrestricted driver's License**

**Sumner County Government is an Equal Opportunity Employer**

### **POSITION DESCRIPTION**

The County Engineer is responsible for providing highly skilled engineering services to the County on a wide variety of projects. This position reports directly to the Director of Development Services and is expected to work with a high degree of independence and professional discretion. The County Engineer is responsible for ensuring new developments, whether residential, commercial, or industrial comply with County standards and with commonly accepted civil engineering practices. The County Engineer serves as a technical liaison to the Sumner County Regional Planning Commission during the review and approval process for rezonings, site plans, subdivisions, and other public and private projects. Duties and responsibilities include ensuring that plans submitted comply with the County Subdivision Regulations and Zoning Code with regard to areas such as site grading floodplain management, roadway design, and site drainage. The County Engineer interacts daily with elected officials, internal staff, engineers, builders, developers, residents and other stakeholders.

### **GENERAL CHARACTERISTICS OF A SUCCESSFUL CANDIDATE:**

The job requires excellent interpersonal skills and a strong customer service focus. The nature of this position requires professionalism, discretion, strong critical thinking skills, the ability to apply logic and flexibility while accomplishing tasks and meeting goals. The individual must be able to acquire and process information quickly and accurately, recognize and appropriately handle time sensitive information, manage multiple tasks and projects simultaneously and maintain a pleasant, approachable demeanor with all internal and external contacts.

**ESSENTIAL DUTIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Reviews and approves, plans and specifications developed by engineers and architects for private developments;
- Advises the administration, department heads and elected officials on items related to County infrastructure requirements, infrastructure maintenance, property acquisition, construction inspection, stormwater control, public rights of way and public easements;
- Administers the County's inspection and construction financial surety program with subdivision developers throughout the approval, installation and acceptance process for public infrastructure.
- Observes delivery of services in the field, inspects infrastructure projects on site, and coordinates and attends meetings regarding the progress and status of project completion;
- Attends Planning Commission meetings and works with the Director of Development Services in the formulation of staff recommendations;
- Meets with the public regarding various concerns;
- Maintains continuous liaison with various state and federal agencies regarding regulations, project approvals, and funding of projects;
- Works closely with municipal staff from surrounding jurisdictions in coordinating activities and service provision;
- Supervises assigned staff, which may include professional staff, semi-skilled and unskilled laborers, and support staff;
- Related to funded capital improvement projects to be designed by a consultant, the County Engineer prepares or assists in the preparation of the scope of work for the engineers involved, reviews and approves preliminary and final design plans and specifications, and manages key construction activities;
- Related to funded capital improvement projects to be designed by County employees, the County Engineer manages or performs the survey, design, drafting, preparation of specifications and bid packages, prepares right-of-way or easement documents, negotiates with property owners and manages construction;
- Recommends and prepares technical revisions to the county's zoning ordinances, subdivision regulations and similar regulatory documents;
- Reviews and approves periodic estimates of expenditures; reviews and approves payment of invoices prepared by contractors;
- Other duties as assigned by the Director of Development Services.

**THIS POSITION REQUIRES KNOWLEDGE OF:**

- Municipal design, construction, maintenance methods, materials and equipment;
- Applicable laws and regulatory codes related to the development and construction of public improvement projects;
- AutoCad, Civil 3D, MicroStation, or similar software programs used in the development of construction plans;
- Microsoft Office software suite at the advanced level (experience with Adobe Creative Suites preferred);
- General office practices, procedures, office equipment and customer service;
- Office protocols, standard business English composition, spelling, grammar and punctuation; and
- Standards of business communication and correspondence.

### **THIS POSITION REQUIRES THE ABILITY TO:**

- Plan, schedule and supervise complex civil engineering programs.
- Understand, interpret and explain complex technical and regulatory documents to laypersons
- Express oneself clearly and concisely, orally and in writing, to groups and individuals.
- Establish and maintain an effective working relationship with subordinates, contractors, engineers, the general public, and elected officials.
- Be available to work hours as needed or as necessary, including attending meetings scheduled after normal working hours.
- Discern sensitive interpersonal situations, learn style differences and respond accordingly;
- Prioritize competing deadlines and be able to anticipate and plan for changes in daily workload while balancing routine duties;
- Cultivate and maintain positive working relationships with employees within the department, and across the organization generally;
- Adopt and incorporate new and emerging technologies into daily work responsibilities;
- Develop or improve processes and systems to increase efficiency;
- Be bonded

### **MINIMUM QUALIFICATIONS**

- A Bachelor's Degree in Civil Engineering or a closely related field along with 3 to 7 years of experience as a professional civil engineer or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.
- Prior experience in a city or county government and/or project management experience within the private sector is preferred.
- A demonstrable working knowledge of Municipal Separate Storm Sewer System (MS4) and Storm Water Management Program requirements is strongly preferred
- Previous supervisory experience is preferred, but not required

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

**ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds) and heavy weight (up to 70 pounds with assistance). Tasks require the ability to traverse rough, ungraded terrain across significant distances. Tasks require situational awareness and the ability to perceive and physically avoid heavy construction vehicles and equipment on jobsites.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally. Some tasks require the ability to tolerate strong smells and loud noises.

**Environmental Factors:** Essential functions are regularly performed with exposure to adverse environmental conditions, including heat, cold, rain and frozen precipitation. Employee must be able to work out of doors in all weather on rough, ungraded terrain.

Sumner County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date