

**COUNTY ENGINEER**  
**Harrison County Commission**

The Office of the Harrison County Commission is accepting applications for a full-time benefited position of County Engineer. Salary will depend on qualifications, experience and education. The tentative salary range for the position is \$76,495 to \$126,000.

Individuals may obtain a job description and employment application from the website for the Harrison County Commission ([www.harrisoncountywv.com](http://www.harrisoncountywv.com)).

Applications are due on or before the close of business on Wednesday, March 17, 2021. Applications may be returned via email to William A. Parker, County Administrator ([wparker@harrisoncountywv.gov](mailto:wparker@harrisoncountywv.gov)) or mailed to the following address:

Office of the Harrison County Commission  
William A. Parker, County Administrator  
301 West Main Street – 3<sup>rd</sup> Floor  
Clarksburg, West Virginia 26301

Employment with Harrison County is available to all qualified applicants without regard to race, creed, color, religion, political belief, family status, veteran's status, sexual orientation, national origin, sex, age or disability. Harrison County has established a drug free and tobacco free work environment.

# Harrison County Commission

**Job Title:** County Engineer  
**Department:** County Commission - Administrative  
**Supervisor:** County Administrator  
**FLSA Status:** Exempt  
**Prepared By:** County Administrator  
**Prepared Date:** February 25, 2021  
**Approved By:** County Commission  
**Approved Date:** March 03, 2021  
**Salary Range:** \$76,495 --- \$126,000  
Depending on Experience - Education - Areas of Expertise

## **Summary:**

A professional position related to the functions of the Harrison County Commission involving the oversight of design and construction of assigned projects. Individual will work closely and in conjunction with all departments, in particular the Director of Planning and the Director of Maintenance & Building and Grounds. In addition, the individual will be responsible for the assignment and update of addresses within the Addressing and Mapping database, ensuring compliance with County regulations for public and private infrastructure construction, coordination of land development review and other duties as assigned

## **Essential Duties and Responsibilities**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

Plans, reviews and coordinates engineering in-house and consultant studies, reports, plans, specifications and other documents, working as required with consultants, regulatory agencies, design professional other governmental agencies and/or the public.

Assist in reviews of development projects for conformance with standards. Assist in the coordination of departmental review of development projects, schedules meetings of review staff, establishes agendas and provides feedback to developers and consulting engineering firms. Assist in management and coordinates and provides review of development proposals as they pertain to subdivision review, re-zonings, master plans and regional impact.

Prepares and professionally seals, as requested, department plans, specifications and permit applications for engineering projects.

Performs as Engineer of Record for in-house designs.

In conjunction with the Director of Grants & Special Projects, coordination/project management of multiple grant projects and engineering projects from design to construction, including grant preparation and compliance.

Assists in preparation and reviews scope of services and bid documents for services through purchasing process for engineering projects. Ensures contract requirements and specification for projects consistent with industry contracts and procedures.

Makes engineering investigations and prepares reports on findings.

Assist in the review and approval of periodic pay requests, change orders and plan deviations for engineering

Assist in the calculation of cost and determination feasibility of project based on analysis of collected data.

Prepares or directs preparation and modification of reports, specifications, plans, construction schedules, environmental impact studies, and designs for project.

Inspects construction site to monitor progress and ensure conformance to engineering plans, specifications, and construction and safety standards.

Provides technical assistance for all departments of the County, as needed.

Uses computer assisted engineering and design software and equipment to prepare engineering and design documents.

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

**Analytical** - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

**Continuous Learning** - Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

**Job Knowledge** - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

**Use of Technology** - Demonstrates required skills; adapts to new technologies; troubleshoots technological problems; uses technology to increase productivity; keeps technical skills up to date.

**Design** - Generates creative solutions; translates concepts and information into images; uses feedback to modify designs; applies design principles; demonstrates attention to detail.

**Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

**Project Management** - Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.

**Customer Service** - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service ; responds to requests for service and assistance; meets commitments.

**Communications** - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed.

**Cooperation** - Establishes and maintains effective relations; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

**Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

**Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; able to build morale and group commitments to goals and objectives.

**Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

**Change Management** - Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

**Team Leadership** - Fosters team cooperation; supports group problem solving; ensures progress toward goals.

**Leadership** - Effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

**Quality Management** - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

**Business Acumen** - Understands business implications of decisions; aligns work with strategic goals.

**Conflict Resolution** - Encourages open communications; confronts difficult situations; maintains objectivity; keeps emotions under control; uses negotiation skills to resolve conflicts.

**Cost Consciousness** - Works within approved budget; develops and implements cost saving measures; conserves organizational resources.

**Diversity** - Educates others on the value of diversity; promotes a harassment-free environment.

**Ethics** - Treats people with respect; keeps commitments; works with integrity and principles.

**Organizational Support** - Follows policies and procedures; completes administrative tasks correctly and on time; supports affirmative action and respects diversity.

**Adaptability** - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

**Attendance/Punctuality** - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

**Dependability** - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

**Innovation** - Meets challenges with resourcefulness; generates suggestions for improving work.

**Judgement** - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

**Planning/Organizing** - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans.

**Quality** - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

**Quantity** - Meets productivity standards; completes work in timely manner.

**Safety and Security** - Observes safety and security procedures; reports potentially unsafe conditions ; uses equipment and materials properly.

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Bachelor's degree from an accredited four-year college or university with a degree and concentration in an engineering field; related experience and/or training; or equivalent combination of education and experience.

Knowledge of the principles, methods and practices of transportation planning, design, engineering techniques and procedures as they apply to growth and development plans in the county.

Knowledge of the principles of Civil and Environmental engineering.

Knowledge of WV Department of Environmental Protection (WVDEP) rules and regulations.

Knowledge of WV Department of Transportation (WVDOT) standards, specifications, and indexes.

Knowledge of current computer and technological developments including CADD and GIS applications, and general knowledge of mapping software.

Knowledge of local, state and federal law governing zoning, planning and development regulations.

Knowledge of land development regulation and comprehensive planning.

### **Language Skills**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

### **Mathematical Skills**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **Computer Skills**

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software; Project Management software and Contact Management systems.

## **Certificates, Licenses, Registrations**

Required: Professional Engineer License - Certification; Valid Driver's License  
Beneficial: Surveyor License - Certification

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.