

# Taylor County Board of County Commissioners

## JOB TITLE: Engineer

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EXEMPT (Y/N):	Yes	UNION (Y/N):	No
Pay Grade 300	\$41,680 – \$60,435	WORKERS COMP CODE:	8810
LOCATION:	Administrative Complex	DEPARTMENT:	Engineering
PREPARED BY:	Engineering	DATE:	02/18/2005
APPROVED BY:	BCC	Edited:	3/9/2016

THIS POSITION DOES NOT TAKE TANGIBLE EMPLOYMENT ACTIONS

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### SUMMARY:

Professional-level position involving application of engineering principles associated with public works type projects throughout the County. Work involves assisting in organizing, planning, and completing the duties and responsibilities of the Engineering Department including routine coordination with other County Departments, State and Federal Agencies. Work will be reviewed by observations of results obtained, periodic written reports, and through presentational conferences.

### ESSENTIAL/SPECIFIC DUTIES AND RESPONSIBILITIES include the following:

- Perform routine engineering work and assignments in the areas of construction inspection, contracts inspection and administration, maintenance and repair projects.
- Perform routine site and roadway design, drafting and plotting of engineering plans using AutoCAD Civil 3D software.
- Assist in preparation of bid solicitation packages including, but not limited to, engineering plans, cost estimates and quantity take-offs, written scope of work, and draft contractual language.
- Assist in performing routine level instrument work and minor surveying for project layout and verification of completed work.
- Assist in conducting field inspections of contractor work in progress and completing inspection reports to verify percent of project completed against scheduled values for purposes of recommending approval/denial of contractor application for payments.
- Obtain parcel/property/title and other legal information by researching public records and plotting legal descriptions for mapping computations.
- Responsible for assisting with coordination of office duties and responsibilities.
- Attend and participate in training, conferences and meetings as required.
- Perform other related duties as required.

### QUALIFICATION REQUIREMENTS:

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

### EDUCATION/EXPERIENCE:

- Bachelor's Degree in engineering from an accredited university or college, with a major in Civil, Environmental, or Mechanical engineering.
- Applicant must have passed the EIT examination.
- Applicant must have at least one (1) year of professional experience in a similar role.

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### **OTHER KNOWLEDGE, SKILLS AND ABILITIES:**

- Applicant must possess a moderate level of proficiency in the process of contract/project administration including work orders of technical and professional personnel and consultants
- Applicant must be moderately proficient at technical writing and oral presentations
- Applicant must possess a moderate level of proficiency establishing and maintaining an effective working relation with superiors, public and municipal officials, consultants, and the general public
- Applicant must possess a moderate level of proficiency using Microsoft Office applications (Word, Excel, Power point, and Internet Explorer)
- Applicant must possess a moderate level of proficiency using Adobe Software
- Possess a valid Florida Driver's License

### **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.

- Required to talk and to hear
- Required to stand, walk, sit, reach with hands and arms, and stoop and kneel
- Occasionally required to lift and/or move heavy items
- Must be able to safely operate a motor vehicle

### **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.

- This position will represent Taylor County in a professional manner. Business Casual attire unless working environment and/or meeting venue require otherwise
- The job requires both working in an office environment and outdoor environment and can sometimes be in a high noise area
- This position generally requires a five day Monday ~ Friday work week. Occasional extended hours and weekend work may become necessary.

### **PREFERRED CRITERIA:**

- Current licensure as a Registered Florida Professional Engineer.
- Knowledge and experience with FDOT Standards and Specifications and ADA requirements.
- Knowledge and experience with techniques involved in road construction and maintenance.
- Knowledge and experience with ESRI ArcGIS 9.x or 10.x Geographical Information System products.
- Knowledge and experience with surveying instruments and site investigation.
- Knowledge and experience with storm water management design and modeling.
- Knowledge and experience with wood, concrete and steel structural design calculations.
- Knowledge and experience with utility design (water and wastewater systems).
- Knowledge and experience with work crew supervision and oversight.

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### Summary of Full-Time Employee Benefits FY2016

A **Life insurance** policy valued at \$15,000 is provided for employee-only. The County pays the full premium on the employees behalf, making this policy FREE for full time employees. Additional insurance amounts and dependent life insurance policies are also available for an additional charge paid by the employee through payroll deductions.

Full time employees receive **11 paid holidays** per year and also one floating Personal Day. For a full time employee this equates to 96 hours of paid leave per year.

Full time employees receive 40 hours of **paid vacation time** *after they have completed their first full year.* (Firefighters accumulate at a different rate).

**Paid sick time** begins to accrue after the 4<sup>th</sup> full month of full time employment. 8 hours of sick time will accrue at the END of every month. This benefit equates to 96 paid sick hours per year.

**Florida Retirement System** has two options for full time employees, either the Pension Plan or the Investment Plan. Both plans have different vesting periods. The County pays 6.95% of the full time employee's gross wages into the FRS retirement fund for Regular Class employees. (Firefighters receive high risk retirement rates)

**Major medical insurance** coverage through United Health Care is FREE for full time employees. Coverage requires a 90 day waiting period. This benefit costs \$8,137 per year in paid premium, paid by the County on the employee's behalf. Dependent coverage for spouse and children is available for purchase by the employee through payroll deductions.

Dental insurance, life insurance, accident insurance, vision insurance, deferred compensation (451K) and many other coverage options and policies are available for *additional purchase* paid by the employee through payroll deductions.

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This Summary is only intended to give potential Applicants a *basic overview* of some of the County employment benefits. Limitations and restrictions and qualifications apply for certain benefits and some benefits might be different for special class/exempt/director positions. All benefits are described in detail after hire during New Hire Orientation and with our Agent of Record.