



Salt Lake County Job Description

Associate Director – Township Engineering

DEPARTMENT: Public Works

DIVISION: Engineering/4500

JOB CODE: 791 **GRADE:** 019

FLSA STATUS: Exempt

SALARY PLAN: TRD

EFFECTIVE DATE: 05/27/2015

SAFETY SENSITIVE: No

JOB SUMMARY

Manage the engineering section in the Office of Township Services; provide technical direction, quality control, scheduling, asset allocation, and direction to the section; assist in budget preparation; serve as acting Division Director in the absence of the Director. Serve as city engineer for the township in conjunction with the Flood Control Engineering Section Manager.

MINIMUM QUALIFICATIONS

Bachelor's degree in from an accredited college or university in Civil Engineering or Civil and Environmental Engineering, or other closely related field, plus six (6) years of related experience, of which two (2) years must have been in project management, administration, or management; OR an equivalent combination of related education and experience. Education may not be substituted for the required project management, administration, or management experience.

Must possess a valid State of Utah Professional Engineer license, OR if licensed in another state must have the ability to become licensed in Utah within six (6) months of hire date.

A valid Driver's License issued by the State of Utah is required to operate a vehicle at the time of hire, or within six (6) months of the hire date.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Oversees and coordinate the activities of storm drain review and design, the structural plan review section, the roadway engineering section, the transportation engineering section, the storm water quality program, and flood insurance information.
- Develops, maintain, and execute a variety of plans including work plans, 5-year plans, and master plans.
- Assigns and monitor engineering projects, providing technical expertise and quality control for the sections.
- Develops and manage section and project budgets in compliance with applicable permits and policies.
- Ensures adherence to applicable laws, regulations, codes, and policies.
- Directs the development of engineering standards.

- Engages and oversee consultants as needed.
- Ensures hydrologic and hydraulic design calculations are correct and that requirements are met for capital facility plan and impact fees.
- Ensures that the Complete Street Policy is followed.
- Assists in efforts to preserve and enhance water quality in county streams and meet federal storm water regulations and requirements.
- Oversees preparation of the Utah Pollutant Discharge Elimination System (UPDES) Storm Water Management Plan (SWMP) in coordination with other agencies.
- Leads emergency operations as necessary.
- Supervises staff which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisal, and discipline.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Principles of personnel administration
- Effective planning and decision-making techniques
- Public relations concepts and principles
- Project planning and budgeting, cost estimating, engineering design and construction, engineering mathematics, hydrology, hydraulics, and storm water quality and regulations
- Research procedures and methodologies
- Efficient manpower and equipment utilization
- Contract administration, including funding source identification
- Project management and cost control
- Principles of budget management

Skills and Abilities to:

- Use computer for engineering modeling, design, and project and budget management
- Drive an automobile
- Plan and allocate resources
- Communicate effectively both verbally and in writing
- Monitor and improve performance
- Develop capital improvement plans for highways and flood control facilities
- Oversee engineering design of highway, flood control and parks projects
- Ensure compliance with standards, codes, regulations and ordinances
- Manage consultant engineering agreements
- Develop and present clear and concise reports
- Effectively apply general principles and specific standards to specific conditions

- Evaluate a problem of need, then define and scope a solution
- Interact effectively with individuals in various levels of government, private enterprise, and general public
- Make sound judgments
- Perform effectively in stressful situations

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Work duties are typically performed in a general office setting.

Requires occasional field work; may work in all types of weather.

IMPORTANT INFORMATION REGARDING THIS POSITION

This position is subject to being called to work prior to or after the scheduled shift in the event of an emergency.

Revised: 01/16/2017/MB