



WALLA WALLA COUNTY

P.O. Box 1506 □ Walla Walla, Washington 99362
Phone: (509) 524-2600 □ Fax: (509) 524-2603



EMPLOYMENT OPPORTUNITY

Public Works Department

Position: Chief, Engineering and Construction
Salary Range: \$8,658.21/month to \$12,728.30; Starting Salary DOQ, DOE
Location: Public Works Department
Employment Type: Full-time (40 hours/week); FLSA Exempt; Benefits Apply

Open Until Filled

Full Time Benefits Include: • County pays \$1,500 per month towards medical, dental, vision, life insurance and employee assistance program for employee and eligible family members • Retirement: Walla Walla County full time employees are eligible for Washington State Department of Retirement Services (DRS) • HRA Veba account: Employer contribution may apply • Wellness program • Access to MetLife Pet Insurance • Deferred compensation plans offered • Twelve paid holidays annually • Vacation accrual based on seniority (see Union Contract) • Benefited employees shall accrue sick leave benefits at the percentage rate of hours worked per week, to a maximum of eight (8) hours earned per month based on a forty (40) hour workweek but not less than one (1) hour per every forty (40) hours worked per County Policy 30.05.0

Visit [Walla Walla County Website](http://www.walla-walla.co.wa.us) for detailed benefits information

Brief Duties and Responsibilities: Position requires responsible, professional work with extensive knowledge of County code, relevant RCWs and WACs, and Public Works Department standards and procedures. Plans, organizes, and manages the engineering and construction activities of all County Road Projects (CRPs), the bridge inspection program, stormwater program, special projects, major maintenance activities, new development transportation infrastructure, and management of intergovernmental contracts or agreements for services related to design and construction of CRPs. Applies for and manages federal and state funds to support county road projects. Acts as liaison between the County and other City, County, State and Federal agencies, and acts as department head in absence of the Public Works Director/County Engineer. **Supervisory Responsibilities:** Directly supervises two (2) professional engineers and indirectly supervises a division staff of ten (10) or more technicians and a professional land surveyor. Manages consultant and contractor contracts for CRPs. Serves as one of two primary advisors to the Public Works Director.

Working Environment/Physical Abilities: This position involves both office and field work. Must possess the physical ability to perform field work involving bending, lifting and twisting, and sitting or standing for extended time to perform essential job duties and the ability to lift up to fifty (50) pounds. May be required to work in adverse weather conditions. Must also possess physical abilities typically related to office operations including manual dexterity and visual acuity to operate computers and other office equipment, and sufficient hearing and speech ability to communicate verbally and in written forms.

Minimum Qualifications: Education And Experience: A Bachelor's Degree in Civil Engineering or related field required; Master's Degree in Civil Engineering or related field preferred. Eight (8) years of progressive Civil Engineering, and management experience OR a combination of education, Civil Engineering experience, and/or leadership experience. Must possess strong management and effective oral/written communication skills. **Licenses And Other Requirements:** Professional Civil Engineer license required. If registered in a state other than Washington, must obtain registration in the State of Washington within six (6) months of hire. Structural Engineer License preferred. Certified Washington State Bridge Inspector certification preferred. Must have a valid driver's license. Must successfully pass a background check and a driving record check.

For Application: Application, resume, and cover letter required. Job description is available on our website at www.co.walla-walla.wa.us where you can apply online.

SELECTION IS BASED ON QUALIFICATIONS, BACKGROUND CHECK, DRIVING RECORD CHECK, AND ORAL INTERVIEWS.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT



GENERAL INFORMATION FOR APPLICANTS

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER: All qualified persons will be considered for employment without regard to race, color, religion, sex, nationality, origin, age, political affiliation, disability status or any other non-merit factor. Women, disabled persons, members of ethnic minority and other under-represented groups are encouraged to apply.

APPLICATIONS

FILING OF APPLICATION: Applications must be completed in accordance with the directions on the front of the announcement. Applicants are responsible for the truth of all statements. Misrepresentations, incomplete or inaccurate entries may be the cause for application rejection, removal from the employment list or discharge from County service. A background investigation will be conducted along with reference and former employer checks, driving record, and criminal history if applicable to requirements of the job. Applications must be received or postmarked by the last date for filing applications.

CHANGE OF ADDRESS: Applicants are responsible for notifying the hiring department of any change of address or telephone number.

NOTIFICATION: Unsuccessful candidates will be notified by mail as soon as feasible following the final selection decision.

EMPLOYMENT

ELIGIBILITY LISTS: Walla Walla County reserves the right to establish an eligibility list to fill any vacancies that may occur in the posted position for a period up to twelve (12) months.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice. Walla Walla County is committed to a drug, alcohol, and smoke free environment.

Mailing Address:
Human Resources/Risk Manager
P. O. Box 1506
Walla Walla, WA 99362

Human Resources/Risk Manager
314 W Main Street, 2nd Floor
Walla Walla, WA 99362
Phone: (509) 524-2600
Fax: (509) 524-2603
Web site: www.co.walla-walla.wa.us

**WALLA WALLA COUNTY
POSITION DESCRIPTION**

JOB TITLE: CHIEF, ENGINEERING AND CONSTRUCTION

DEPARTMENT: PUBLIC WORKS

REPORTS TO: PUBLIC WORKS DIRECTOR

PAY GRADE: 10; FTE (40 Hrs./Wk.); FSLA Exempt; Benefits Apply

JOB SUMMARY: Position requires responsible, professional work with extensive knowledge of County code, relevant RCWs and WACs, and Public Works Department standards and procedures. Plans, organizes, and manages the engineering and construction activities of all County Road Projects (CRPs), the bridge inspection program, stormwater program, special projects, major maintenance activities, new development transportation infrastructure, and management of intergovernmental contracts or agreements for services related to design and construction of CRPs. Applies for and manages federal and state funds to support county road projects. Acts as liaison between the County and other City, County, State and Federal agencies, and acts as department head in absence of the Public Works Director/County Engineer.

SUPERVISORY RESPONSIBILITIES: Directly supervises two (2) professional engineers and indirectly supervises a division staff of ten (10) or more technicians and a professional land surveyor. Manages consultant and contractor contracts for CRPs. Serves as one of two primary advisors to the Public Works Director.

ESSENTIAL FUNCTIONS:

- Plans and manages annual budget for design and construction of County road projects.
- Oversees design of all county road projects.
- Plans, schedules and manages construction of all county road projects.
- Responsible for bridge inspection program.
- Oversees stormwater program.
- Applies priority programming principles to develop the annual road program and six-year transportation improvement program.
- Provides design and construction expertise and assistance on selected maintenance projects.
- Oversees review and approval of new development transportation infrastructure and associated permitting.
- Administers local, state and federal contracts and funding agreements.

EXAMPLES OF DUTIES:

- Manages daily workload of the engineering and construction division within Public Works.
- Creates and implements Annual Road Program.
- Prepares six-year transportation improvement program.

- Creates and manages annual engineering and construction budget.
- Procures outside grant money for county road projects.
- Manages outside funding source monies.
- Supervises design engineering, surveying and right of way acquisition.
- Manages storm water program for compliance with NPDES Phase II.
- Works with other local agencies, outside agencies and other parties for a variety of county road projects.
- Professional engineering review of new development transportation infrastructure.
- Professional engineering review and approval of Public Works Department plans.
- Professional engineering review of other county related plans as requested.
- Represents Public Works Department on various committees, associations or groups.

EQUIPMENT TO BE USED: Computers, calculator, printers, scanners, copiers and any other office equipment as needed; associated software, to include road design software, Wincams, Microsoft Office, Excel, Access and Power Point. Must be able to operate county vehicles, survey equipment, traffic measuring devices, and assorted engineering and construction equipment and computer software necessary to perform the job duties.

WORKING ENVIRONMENT/ PHYSICAL ABILITIES: This position involves both office and field work. Must possess the physical ability to perform field work involving bending, lifting and twisting, and sitting or standing for extended time to perform essential job duties and the ability to lift up to fifty (50) pounds. May be required to work in adverse weather conditions. Must also possess physical abilities typically related to office operations including manual dexterity and visual acuity to operate computers and other office equipment, and sufficient hearing and speech ability to communicate verbally and in written forms.

KNOWLEDGE AND ABILITIES:

- Knowledge of County contracting and purchasing procedures.
- Knowledge of road/street, storm drainage and utility design construction and construction inspection practices.
- Knowledge of urban and rural road standards.
- Knowledge of permitting processes involving driveways, private roads, road cuts, franchises and special events.
- Knowledge of road and bridge design principles and practice.
- Familiar with NPDES Phase II.
- Familiar with outside funding sources through TIB, CRAB, WSDOT, FHWA, and BRAC.
- Familiar with emergency operations and incident command system.
- Ability to manage and direct activities of professionals and sub professionals.
- Ability to establish and maintain effective working relationships with other employees, public and private agencies, and the general public.
- Ability to interpret federal and state government codes and laws.
- Ability to understand, express, and execute complex oral or written instructions, and to apply extensive or obscure guidelines to a wide variety of work situations.
- Ability to operate equipment associated with the position in a proper and skillful manner.

- Ability to make complex computations and tabulations accurately and with reasonable speed.
- Ability to recognize, recommend, initiate and carryout alternative solutions to County policies and procedures that may need updating for efficiency and/or regulatory compliance.
- Ability to work independently with minimum supervision.

EDUCATION AND EXPERIENCE: A Bachelor's Degree in Civil Engineering or related field required; Master's Degree in Civil Engineering or related field preferred. Eight (8) years of progressive Civil Engineering, and management experience OR a combination of education, Civil Engineering experience, and/or leadership experience. Must possess strong management and effective oral/written communication skills.

LICENSES AND OTHER REQUIREMENTS: Professional Civil Engineer license required. If registered in a state other than Washington, must obtain registration in the State of Washington within six (6) months of hire. Structural Engineer License preferred. Certified Washington State Bridge Inspector certification preferred. Must have a valid driver's license. Must successfully pass a background check and a driving record check.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.