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## **CARROLL COUNTY GOVERNMENT POSITION DESCRIPTION**

### **PUBLIC SERVICE AUTHORITY ENGINEER**

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**General Description:** This is an administrative position. The Public Service Authority Engineer oversees professional engineering activities to ensure compliance with all applicable laws, codes, ordinances, policies, and best management practices for Public Service Authority, County and Industrial Development Authority projects. The incumbent assumes a high degree of responsibility for all major capital projects initiated by the PSA/County and its supporting agencies.

**Organization:** The Public Service Authority Engineer reports to the Executive Director of the Public Service Authority.

**Essential Functions:**

- Performs engineering and project management duties that span PSA, County, and IDA boundaries;
- Prepares plans and designs for PSA, County, and IDA construction projects such as water, waste-water, and roads including Erosion and Sediment plans;
- Coordinates, reviews and inspects the work of contractors;
- Estimates construction costs and prepares bid specifications;
- Provides project and technical information to the general public, contractors, PSA/County employees and other interested parties;
- Advises the Executive Director and County Administrator on all construction and capital projects;
- Exercises initiative and independent judgment in ensuring that necessary work is performed in a timely manner;
- Secures local, State, Federal, and private funding for PSA, County, and IDA projects;
- Exercises tact and courtesy in frequent contact with engineers, contractors, and the general public.
- Performs related duties as required.

**Working Conditions:**

- A. Hazards
  - Hazardous materials
  - Heights
  - Confined spaces
  - Respiratory irritants
  - Temperature extremes
- B. Environment
  - Inside and outside environments
- C. Physical Effort
  - Mixed active and sedentary work
- D. Exempt
  - Compensatory Leave

**Knowledge, Skills and Abilities:** Position requires a thorough knowledge of engineering principles, methods and techniques; experience and demonstrated ability in reading and interpreting plans; and experience and demonstrated ability with value engineering and construction management.

**Education, Experience and Training:** Bachelor's degree in civil engineering, 7 – 10 years of proficient experience in **civil engineering** that includes water, waste-water, and roads. Knowledge and experience in writing Erosion and Sediment plans is necessary. The successful candidate will have 3 to 5 years of project

management experience; or any equivalent combination of training and experience, which provide the required skills, knowledge and abilities. Experience with large water and sewer projects is preferred.

**Special Conditions:**

- Valid Commonwealth of Virginia Driver's License
- Virginia Professional Engineer License
- Six month probationary period
- DMV Driving Record Check
- Work beyond normal work schedule