

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2023-193**

BE IT RESOLVED, upon recommendation of Judge/Executive Keith L. Taul, with the concurrence of the Resource and Community Support Committee, to approve revisions to the following job descriptions within the Engineering Department:

1. Senior County Engineer

ADOPTED by the Hardin County Fiscal Court in regular meeting of 12 September 2023.



Keith L. Taul
Hardin County Judge/Executive

ATTEST:



Brian D. Smith
Hardin County Clerk

Hardin County Government

Job Description

Non-Hazardous

Senior County Engineer

Pay Grade 28

STATUS	
Date: September 12, 2023	Department: Engineering
FLSA Status: Exempt	Reporting Authority: Deputy Judge/Executive- County Operations Officer
Supervisory Responsibility: GIS Coordinator	

Job Summary

This highly responsible position involves administrative and technical responsibility for all engineering activities associated with County government, oversight of county related utility activities, and development and implementation of the County's geographical information system (GIS). This position plans, supervises, and coordinates these activities subject to the direction of the reporting authority. This position requires an extensive knowledge of the principles and practices of civil engineering and the ability to plan and coordinate the work of others. Reviews and approves civil engineering construction and private development engineering plans and documents for conformance to county design and construction standards, codes and ordinances. Evaluates design of erosion control, storm drainage, streets, sidewalk and other infrastructure needed for development. When necessary and in coordination with the road supervisor, coordinates and supports activities related to the county road system to include maintenance, replacement of drainage systems and construction work on the county road system. Administers the Small Municipal Separate Storm Sewer System (MS4) permit under the National Pollutant Discharge Elimination System (NPDES). Serves as the FEMA Floodplain Coordinator.

Major Essential Duties

- Serve as program manager for the county's MS4 permit and storm water management program. Produce reports and submit appropriate applications or other documentation as required by federal and state regulatory agencies to ensure the county's compliance with all minimum control measures (MCMs).
- Review all development plans, including subdivisions for compliance with all County requirements, involving roadways, storm drainage, stormwater management, floodplain regulations, MS4 compliance and other construction details as appropriate.

- Serves as the FEMA Floodplain Coordinator and administers requirements as outlined in the Hardin County Flood Damage Prevention Ordinance No. 254, Series 2007 as amended.
- In coordination with the road supervisor, review roads for short and long range planning, bridge replacement, drainage, construction for private and commercial developments for the county.
- Work closely with the Planning and Zoning Department on plat reviews, growth management and other interrelated issues.
- Establish and maintain positive and professional relationships with his/her peers in the various federal and state regulatory agencies.
- Manage and supervise development review and construction inspection operations to achieve goals within available resources.
- Conduct pre-application and pre-construction conferences and explain permit conditions and requirements.
- Conduct inspections of work-in-progress and ensures projects are completed in compliance with applicable codes, regulations and standards.
- Coordinate activities between various departments and divisions of county government as directed by the County Judge/Executive and/or reporting authority.
- Respond to questions and complaints from the public concerning drainage, private construction, and other related issues. Recommend changes to the County Judge/Executive, the reporting authority, and the Planning and Zoning Director in reference to the public works standards as they apply to private development.
- Provide technical, administrative, and other support and/or advice to the County Judge/Executive, Fiscal Court, reporting authority and county department supervisors concerning engineering related issues.
- Plan, direct, coordinate, and review the work plan for staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems. Plan and organize workloads and staff assignments; train, coach and evaluate assigned staff; review progress and directs changes as needed.

Minor Essential Duties

- Represent the county at public meetings and hearings as required. Represent the county at civic activities and community events as directed by the County Judge/Executive and/or reporting authority.
- Be politically sensitive to matters of public interest to create and maintain a solid, effective working relationship with the general public, business leaders, consultants, and government officials.
- Perform general civil engineering work for capital improvement projects depending on development workloads and trends, including the design of small-scale county government projects.
- Execute or oversee administrative tasks and/or special projects as assigned by the County Judge/Executive and/or reporting authority.
- Apply for Federal, State, and local grants as necessary and/or required.

Qualifications

Education and/or Experience

- Graduation from an accredited college or university with a four-year degree in civil engineering, construction management, or a related field.
- Five (5) years of engineering experience.
- Any equivalent combination of education and experience.

Language Skills

- Ability to read, analyze, and interpret policies, procedures, professional publications, government regulations, financial reports, and legal documents.
- Ability to respond to sensitive inquiries or complaints from regulatory agencies, business community members, suppliers of goods and services, and the general public.
- Ability to write reports, business correspondence, and policy and procedure documents.
- Ability to present effective presentations on controversial or complex topics to employees, business committee members, public groups, elected officials or other members of government organizations.
- Ability to display strong oral, written, and listening skills.
- Ability to write speeches, articles, and publications when necessary.

Mathematical Skills

- As required for a Civil Engineering degree.

Reasoning Ability

- Define problems, collect data, establish facts, and draw valid conclusions.
- Interpret an extensive variety of complex technical and instructional information.
- Solve practical problems while dealing with several abstract and concrete variables.
- Ability to read, analyze, and interpret policies, procedures, professional publications, government regulations, financial reports, and legal documents.
- Make decisions which serve the best interest of the County and impact the areas over which authority is exerted.

Certificates, Licenses, Registrations

- Registered Professional Engineer license issued by the Commonwealth of Kentucky.

Other Knowledge and/or Skills

- Must display mature judgment, courtesy, and tact in dealing with the public, elected officials, and government employees.
- Must be skilled in the effective use of computers and standard office machines, including:

- Thorough knowledge of standard office computer programs for word processing such as Microsoft® Word
- Spreadsheets such as Works or Excel
- Visual presentations such as PowerPoint
- Knowledge necessary to access and effectively use the internet
- Must possess the skill necessary to manage workflow, projects, and budgeting and financial management skills

Physical Demands

The physical demands described represent those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing job duties, the employee could reasonably be expected to:

Regularly (over 2/3)

Sit
Talk or hear
Use hands to type, handle paper, etc.

Occasionally (under 1/3)

Stand or walk
Reach with hands and arms
Lift and/or move up to 25 pounds

Vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus

Work Environment

The work environment characteristics described in preceding paragraphs represent those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions


The noise level is usually low

Comments

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the County's best interests
- Must adhere to the applicable provisions of the Department Rules and Regulations, the Personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities.
- Must be neat in appearance.
- Must have personal integrity and remain free of felony convictions.
- Must be 21 years of age or older

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved:
Status Box Change:



Keith L. Taul
Hardin County Judge/Executive