

Berkeley County Government

JOB OPENING – EXTERNAL POSTING

DIRECTOR OF ENGINEERING (PS101341)

DEPARTMENT: BCWS – ENGINEERING

JOB SUMMARY/ESSENTIAL FUNCTIONS: Direct and manage the workload and effort of engineering personnel and supervise the administration and coordination of the technical work of all departmental employees on assigned projects. This position remains current on relevant laws, rulings, and regulations. Prioritizes work duties for maximum efficiency. Develops and utilizes best-practices. Seeks process improvement through numerous resources. Utilizes technology to solve business challenges. Must be able to deal courteously and effectively with fellow employees and citizens. Responsible for implementing the policies, rules, regulations and procedures of Berkeley County. Given broad objectives, provides leadership, direction and management for the day-to-day operations of the department, ensuring sound judgment in business and technical decisions. Monitor the department's financial status. Ensure short and long range goals and objectives are attained. Interact with a variety of governmental, industrial, business and citizens groups. Perform a variety of administrative tasks in a regular basis that include but are not limited to reviewing and evaluating engineering and other technical and financial reports, and monthly operational reports, preparing correspondence and agendas, gathering information for the County Supervisor or Council Members, etc. Interact with the public to resolve complaints. Assist in preparing various reports for internal and external audits. Ensure accurate records are maintained for all funds collected. Must be able to multi-task and work independently. Review projects designed by Architectural and Engineering firms. Review shop drawings and other submittals for compliance with contract requirements. Observe and inspect construction activities and projects for compliance with contract requirements. Serve as BCWS representative on A/E projects, prepare design contract scope and A/E fee estimate, and participate in A/E selection, fee negotiations, orientation and instructions acting as liaison and coordinator. Review shop drawings and manufacturers catalog data submitted and draft replies, inspects and observes construction activities for compliance with contract requirements. Ensure that all required project permits, approvals, and contract requirements have been received and properly complied with and documented. Supervise, direct, and evaluate employees assigned to the engineering department. Consult with other departments on civil engineering matters regarding construction, operations or maintenance. Evaluate problems, develop and implement solutions and make independent decisions. Perform other duties as assigned.

QUALIFICATIONS:

Master's Degree in Engineering or closely related field and six (6) years related engineering experience; or Bachelor's Degree in Engineering or closely related field and eight (8) years related engineering experience required.

Six (6) years supervisory experience required.

Professional Engineering (PE) certification required.

Must have and maintain a valid SC driver's license with a safe driving record.

Computerized engineering application experience such as AutoCAD, and GIS experience preferred.

Mainframe systems and advanced personal computer experience including Word and Excel.

Excellent communications skills, both oral and written.

Must have professional knowledge of civil engineering concepts, principles and practices, as well as knowledge of environmental rules and regulations on the state and federal level for wastewater, potable water and solid waste relating to treatment, transportation and disposal.

Must have a fundamental knowledge of architecture, structural, electrical and mechanical engineering.

Must have the ability to deal with the public to include handling potential difficult customers and volatile situations.

Departmental testing may be administered during interviews.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

PHYSICAL REQUIREMENTS:

This position requires the employee to frequently sit and use hands to handle objects and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to forty (40) pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. 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.

SAFETY INFORMATION/DUTIES:

This is a safety sensitive position and subject to random drug and alcohol testing. All employees holding such jobs or requesting promotion or transfer to such jobs are subject to drug testing. Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks and ensures that subordinate team members meet these same safety requirements which may include taking corrective action.

HOURS OF WORK:

This position is classified as exempt and reports directly to the Director of Water & Sanitation or designee. Thirty-seven and one half (37.5) hours per week. Normal working hours are Monday through Friday from 9:00 a.m. until 5:00 p.m. with the ability to work flexible hours when necessary. Must be able to attend evening County Council, Planning Commission and other group meetings as needed.

Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website www.berkeleycountysc.gov and follow the prompts. For questions, contact Human Resources at 843-719-4163 (Moncks Corner); 723-3800 ext. 4163 (Charleston); or 567-3136 ext. 4163 (Saint Stephen). Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

Director of Engineering – Grade C45

Entry Base Level Bi-Weekly Pay Range: \$2,811.35 - \$3,233.06

Date of Posting: 07/14/2016

Closing Date: Subject to close at any time.

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.