

Job Title: (Salary Structure)	Engineer II	Approximate Budget:	n/a
Working Title: (Business Card Title)	Staff Engineer	Working Relationships:	• Board of County Commissioners • Planning Commissions • Internal and External Customers • External Vendors
Department/ Elected Office:	Engineering	FLSA Status: (Exempt/Non-Exempt)	Exempt
Reports To (Job Title):	County Engineer	Salary Grade:	M17
Number of Direct Reports:	0	Date Created/Revised:	06/26
Number of Indirect Reports:	0		

Job Summary:

The Staff Engineer is a contact for consulting engineers, contractors, the community, and other agencies on various development projects. This position will necessitate a strong understanding of the typical development review process and be able to review improvements and reports related to aspects of civil engineering and design such as drainage, stormwater, trails, bridges, traffic, streets, subdivision and zoning regulations, and construction standards. Work is performed with appreciable latitude for independent judgment and action through observation, conferences, reports, and achievement of desired objectives. This position requires attendance at occasional evening meetings.

Major Accountabilities/Essential Functions:

Primary Duties & Responsibilities

- Reviews construction drawings, as-built drawings, subdivision plats, development agreements, easement documents, hydraulic reports, drainage reports, geotechnical reports, pavement design reports, and traffic impact studies for proposed new developments, technical boards and utility companies;
- Reviews and analyzes technical data and reports including drainage reports, stormwater management plans, pavement design, geologic hazard analysis, traffic studies, alternative road standards, environmental impact reports, service plans, subdivision improvement agreements, intergovernmental agreements, improvement agreements, easement documents and right-of-way documents.
- Formulates recommendations regarding complex and controversial zoning applications, new subdivisions, land development, construction plans, and other engineering issues.
- Responds to requests for information and engineering assistance from County departments, developers, consultants, and the general public concerning development-related engineering issues and requirements;
- Leads, or assists in, the development or updating of County ordinances, design criteria and standards;

- Performs technical research, develops and evaluate alternatives, prepares informative and understandable reports, and provides reliable advice on engineering problems;
- Attends advisory boards, Planning Commission, or Board of County Commissioner meetings to explain engineering details, Department concerns, or programs;
- Develops or updates County design criteria and standards;
- Reviews, inspects, documents, and accepts constructed work identified in approved documents.

General Responsibilities

- Performs under limited supervision and exercises an appropriate level of initiative and judgment to make decisions within the scope of assigned authority. Takes responsibility for the work; plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and interprets policies on own initiative in terms of established objectives.
- Respond to questions and complaints related to Department projects and work closely with code enforcement; provide information and assistance related to department activities, data, procedures, documentation, or other issues; respond to routine questions, research questions/complaints, and initiate problem resolution.
- Observes safety and security procedures, uses equipment and materials safely, and reports potentially unsafe conditions.
- Serves the community by demonstrating Eagle County Government mission and core values and following relevant policies and procedures.
- Other duties as assigned

Emergency Support Functions:

May serve in an EOC Operations Center support role during an emergency. Works various shifts to support the EOC and their designated Emergency Support Function during an emergency. Participates in training and preparedness activities as directed by the Emergency Manager.

Education, Experience, Licensure, Certification, or Registration:

- Bachelor's Degree in Civil Engineering or a related field from an accredited college or university.
- Possession of an Engineering Intern (EI) certification is required;
- Registration as a Certified Floodplain Manager is preferred.
- 1-3 years of increasingly responsible experience in Engineering is preferred.
- Possession of, or ability to obtain, a valid Colorado driver's license.
- Satisfactory motor vehicle record.

Knowledge, Skills and Abilities:

- Knowledge of civil engineering and construction principles, theories and concepts.
- Knowledge of laws, regulations, procedures, and regulatory processes relating to land development and Public Works projects.
- Knowledge and experience with engineering software including AutoCAD design drafting, geographic information systems (GIS), and survey equipment.
- Ability to prioritize and manage large volume of workload
- Ability to demonstrate sensitivity and appreciation for diverse viewpoints as well as different communication and work styles in a multi-cultural and inter-generational environment
- Ability to exercise sound initiative and judgment as well as make decisions within the scope of assigned authority.
- Ability to apply complex thinking to a wide range of intellectual and practical problems and to deal with difficult concepts or situations.
- Provides excellent customer service, both internally and externally in a tactful, clear and courteous manner while striving to exceed customer expectations; remains calm and focused in stressful and sometimes challenging situations.

- Proficient with Microsoft Office Suite including Outlook, Excel, Word, PowerPoint, and general knowledge of spreadsheets, databases, and word processing skills.

Working Conditions/Physical Requirements:

This job is performed in a typical office environment setting.

N = None at all; **O** = Occasional (1-33% of time); **F**=Frequent (34-66% of time); **C**=Continuous (67-100% of time)

Physical Activity		Physical Activity		Physical Activity	
Heavy Lifting (45+ lbs)	O	Reaching Above Shoulder	O	Bending	O
Moderate Lifting (15-44lbs)	O	Use of Stairs	O	Climbing (use of arms & legs)	O
Light Lifting (under 15lbs)	F	Sitting	C	Fine Hand Manipulation	O
Pulling	O	Standing	O	Using Both Hands	F
Pushing	O	Kneeling	O	Using Both Legs	F
Working on Ladders/Scaffolding	N	Working with Hands in Water	O	Walking	O
Driving a Vehicle	O	Working with Hazardous Waste	N	Working Alone	F
Heavy Carrying (45+ lbs)	O	Moderate Carrying (15-44lbs)	O	Light Carrying (under 15lbs)	F
Working Closely with Others (cramped)	N	Working Around Machinery with Moving Parts	O	Working Around Moving Vehicles	O
Talk	C	Taste	N	Vision (Near, Far, Peripheral)	O
Hear	C	Smell	N		

Working Conditions		Working Conditions		Working Conditions	
Outside/Inside/Both	B	Dust	O	Radiant Energy	N
Constant Noise	O	Solvents (Degreasing Agents)	N	Electrical Energy	N
Constant Interruptions	F	Grease and Oils	N	Slippery Walking Surfaces	O
Vibrations	N	Other			

Equal Employment Opportunity:

Eagle County is proud to be an Equal Opportunity Employer. Working in a diverse, respectful and inclusive environment is essential for our employees to be successful in serving our community. We do not discriminate with regard to age, race, color, religion, sex, sexual orientation, gender identity or expression, genetics,

national origin, disability, veteran status or any other legally protected status. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

This job description is not intended to be a comprehensive list of activities, duties or responsibilities for this job. The duties, expectations and actions listed for this role may change at any time with or without notice.