

Greenlee County is currently accepting applications for County Engineer/Planner. Your salary will depend on your experience but pay begins at \$75,000/annually. This is an exempt position. Our minimum requirements are: 1) Bachelor's Degree in Civil Engineering or a related field with sufficient civil engineering experience to be registered as a civil engineer. 2) 3 years experience as a civil engineer with experience in road engineering. 3) Experience in planning including planning and zoning, building codes and building code inspections. Experience in public sector environment is preferred but not required. 4) Current employment application on file at the Greenlee County Board of Supervisors Office, PO Box 908, 253 5th Street, Clifton, AZ, 85533, 928-865-2072, www.greenlee.az.gov. Deadline for filing: Opened until filled

GREENLEE COUNTY

CLASS CODE: EXEMPT

County Engineer/Planner (Administrative Exemption)

NATURE OF WORK

Under supervision of the County Administrator is responsible for Greenlee County's Civil Engineer and Planning and Zoning. Oversees and protects Greenlee County's interests in planning, construction, operations, maintenance, upgrading and rehabilitation.

TYPICAL DUTIES

- Creates plans, policies, and requirements
- Provides stipulations for development proposals to ensure compliance zoning and other related regulation
- Reviews site plans and construction plans for conformance with applicable County regulations and requirements
- Meets with property owners, attorneys, developers and other design professionals to discuss and resolve planning and development issues and exercises discretion in problem solving and negotiating agreements
- Conducts research and analysis, evaluates findings, identifies significant issues and develops staff recommendations on routine complex projects
- Seeks out the assistance of other staff members on complicated issues to ensure that all angles have been explored that lead to a sound and defensible position
- Assists in the design of County projects and/or acts as a project engineer for small projects designed in-house or by consulting engineers, which may include writing specifications, developing engineering plans, preparing work orders, developing preliminary cost estimates, analyzing and resolving drafting and design problems, conducting field investigations, and/or performing other related activities
- Issuing and/or tracking permits through the permitting process, beginning with application acceptance, plan review, inspections and permit closure
- Establishing and maintaining systems to ensure that all files, letters, reference manuals, field inspection reports, permit files, blueprints, drawings, and other data or material is maintained in an organized fashion
- Interacts with the public, explaining rules, regulations; reviewing development proposals, etc
- Investigates field problems affecting property owners, contractors, and maintenance operations
- Performs QC reviews on projects
- Works with other County entities and enterprises to determine road and drainage infrastructure needs and provides solutions
- Design and manage transportation projects that include drainage systems, storm water management, utility relocations, development of road maintenance, and preparation of contract documents

QUALIFICATIONS

Education, Training and Experience:

- Bachelor's Degree in Civil Engineering or a related field with sufficient civil engineering experience to be registered as a civil engineer.
- 3 years experience as a civil engineer with experience in road engineering.
- Experience in planning including planning and zoning, building codes and building code inspections.
- Experience in public sector environment is preferred but not required.

Desirable Knowledge, Abilities and Skills:

- Possess the ability to positively interact with the other staff members, the general public, contractors, governmental entities, and other clientele
- Good time management, organization, telephone, attention to detail, and people skills
- Must be able to perform multi-task operations with frequent interruptions
- Perform a variety of duties requiring use of critical thinking, independent judgment, and technical knowledge
- Self-motivated and takes initiative
- Possess strong knowledge of practices and principles of comprehensive planning; of research methods and appropriate statistical analyses and legal descriptions of property
- Interpret and apply applicable laws, codes, guidelines, rules, and regulations
- Speak in public, write technically, and manage projects
- Analyze problems and make appropriate recommendations
- Prepare and certify engineering plans and documents
- Coordinate activities between multiple parties
- Perform difficult technical research, analyze complex engineering and mathematical problems, evaluate alternatives, and recommend or adopt effective courses of action
- Prepare clear and concise reports, drawings, maps, notes, correspondence, and other written materials
- Land use law, zoning and subdivision regulations
- Project management and organization principles
- Principles, modern techniques, and equipment used in design, construction, and maintenance of various projects
- Legal guidelines for public works engineering
- Public relations, and budget development and administration
- Civil engineering principles, practices, and standards
- Construction materials, principles, and practices
- Advanced mathematical principles
- Project management principles
- Applicable Federal, State, and local laws, codes, guidelines, rules, and regulations
- Working knowledge of Microsoft Office, AutoCAD, Civil 3D, Excel, Microstation, VISSIM, Open Roads Synchro and/or GIS

SPECIAL QUALIFICATIONS

- Valid Arizona driver's license.