



ADA COUNTY HUMAN RESOURCES

ASSOCIATE ENGINEER

Development Services

HIRING WAGE: \$80,000/yr

STATUS: Full-time with benefits

CLOSING DATE: Until Filled

APPLICATION MATERIALS: Apply online at adacounty.id.gov/jobs

GENERAL SUMMARY

This position is responsible for assisting with the day-to-day operations of the Engineering and Surveying Division under the direction of the County Engineer. Effectively using initiative, works with the County Engineer to achieve the goals, missions, and strategic directives of the Development Services Department's strategic plan. The incumbent makes prudent policy decisions in stressful situations and possesses a high level of professionalism and confidentiality.

DISTINGUISHING FEATURES OF THE CLASS

The incumbent works with a wide variety of stakeholders and is granted considerable latitude to exercise independent judgment. Completed work is reviewed from an overall standpoint in terms of feasibility, compatibility with other work, and effectiveness in meeting expected results.

ESSENTIAL FUNCTIONS

- Performs engineering plan review for drainage permits, hillside permits, and floodplain permits;
- Performs on site compliance inspections for projects requiring engineering approval, including compliance with approved erosion control plans for hillside projects;
- Conducts floodplain management activities and reviews floodplain applications;
- Provides engineering expertise, answers technical questions and explains policy and procedure to developers, professionals, and the general public;
- Plans, schedules, conducts, or coordinates detailed phases of engineering work;
- Advises and instructs co-workers, elected officials and the public regarding technical requirements of the County's Comprehensive Plan, relevant ordinances and regulations;
- Makes public presentations;
- Coordinates engineering activities with other internal County departments;
- Prepares special and periodic reports;
- Ensures the Engineering and Surveying division policies, procedures, and operations are effective, efficient, and being adhered to.

ADDITIONAL FUNCTIONS

- Develops plans and specifications for selected projects for bidding and construction;
- Provides construction management on selected projects;
- Performs related functions as required.

JOB REQUIREMENTS

- Licensed in Idaho as a Professional Engineer (PE), or eligible for comity licensure by the Idaho Board of Professional Engineers in accordance with Idaho Code;
- Bachelor's degree in engineering from an accredited school;
- Five years of professional civil engineering experience required;
- Must possess and maintain a valid Idaho driver's license;
- Knowledge of theories, principles, and practices of civil engineering and hydrology;
- Knowledge of codes and ordinances related to the primary responsibilities of the position;
- Knowledge of professional management practices and budgeting;
- Knowledge of local government and the development of policies, procedures, and ordinances;
- Skill in explaining complex information;
- Ability to exercise sound professional judgment;
- Ability to plan, interpret, prepare, and review specifications, plans, and designs;
- Ability to establish and maintain effective working relationships;
- Ability to express oneself clearly and concisely in verbal and written communication.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work is performed primarily in an office environment however the employee will occasionally be required to perform inspections in the field;
- The employee will be required to visit construction sites to gather information on various engineering aspects of the site;
- Visits in the field may require the employee to move over the land and inspect various sites and occasionally the incumbent must negotiate fences, hazardous, or steep terrain with rough, rocky, and/or wet surfaces.

DISCLAIMER

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran's Preference for all County jobs except for those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code.

NOTE

Ada County reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities. The hiring pay range may be appropriately adjusted based upon current and/or prior applicable Ada County employment experience.

** If you need reasonable accommodation to participate in and/or complete the county's application process, please contact Human Resources at the phone number or address listed hereon. (TDD call 287-7979)*

Ada County Human Resources | 200 W. Front Street, 2nd Floor, Boise, ID 83702

Office: 208-287-7123 Fax: 208-287-6999

adacounty.id.gov