TITLE:	**Engineering and Capital Projects Manager**	**JOB CODE:**	1241
PREPARED:	11/15/05	**FLSA:**	Exempt
UPDATED:		**REVISION #:**	3

Summary: Under general direction, provides executive management and direction over the activities of, and contracts related to, construction of public infrastructure, roads and facilities. Manages the County's water resources and supervises the design, construction and operation of County utilities. Also responsible for coordinating the development of Capital Improvement Plans for County facilities, utilities and infrastructure

Distinguishing Characteristics: This is a Department Head position with the authority to exercise broad administrative and managerial authority. The position is responsible for supervision of staff and contractors and the management of the department's resources consistent with the administrative direction of the County Manager and the policy direction of the County Board of Commissioners. It is an unclassified "at-will" position which serves at the pleasure of the County Manager.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- **As a new position**, develops department responsibilities under the direction of the County Manager; develops, evaluates, and implements policies and procedures to meet department goals and objectives; coordinates the activities of the various programs operated by the department to ensure timely, efficient, and effective delivery of services.
- Selects and supervises staff; conducts staff training and development; reviews and evaluates staff performance; meets, discusses and provides direction to staff regarding work assignments and projects; administers discipline for inadequate performance and improper behavior
- Reviews contracts and contractor qualifications and oversees contractors for the design, construction and operation of public facilities, infrastructure, roads and utilities.
- Oversees the design, construction, operation, and maintenance of County utilities.
- Responsible for coordination and development of Capital Improvement Plans for County facilities, infrastructure, roads and utilities.
- Supervises development and management of county water resources.
- Prepares and administers budgets for utility operations, including personnel requirements and qualifications estimates department revenue and expenditures; writes justifications for rate changes and for expenditure budget requests; monitors revenue and expenditures to assure compliance with budgets; accounts for variances between projected and actual revenue and expenditures.
- Administers new construction and major repair projects from the development stage through project acceptance by the County; obtains, reviews and approves project designs; prepares estimates for the cost of labor and equipment; administers contracts; inspects projects for conformance with specifications.
- Makes oral and written presentations to the Board of Commissioners and to other public and private groups; provides information to the news media and the public regarding department operations;

represents the department and the County with other government agencies and in meetings with the public.

- Advises and consults the County Manager in assigned program areas; investigates and resolves complaints and concerns regarding division services and facilities; acts as liaison with cities, other counties, and with regional, state and federal agencies with regard to division activities.
- **Performs related work as required.**

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of road, bridge, water and sewer system design and construction.
- Knowledge of water quality standards and water and sewer system operations at public facilities.
- Knowledge of laws and regulations which pertain to water rights and water rights management.
- Experience/skill in managing contracts
- Knowledge of administrative management principles and practices.
- Knowledge of supervisory principles, practices and methods.
- Skill in developing, implementing and administering goals, objectives and procedures.
- Skill in planning, developing, implementing and monitoring policies, procedures, rules and regulations.
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in resolving customer complaints and concerns.
- Skill in establishing and maintaining effective working relationships with superiors, subordinates, department heads and the general public.
- Skill in effective oral and written communications.
- Skill in working independently or as a team member.
- Skill in the operations of a personal computer and various software applications.

Education, Experience, Certifications and Licenses:

- Bachelor's Degree from an accredited college with major coursework in civil engineering, public or business administration, or a related field. Bachelor's Degree in Business Management, Public Administration, Environmental Sciences or Civil Engineering is highly desirable.
- Five years of increasingly responsible public works, public administration, civil engineering or environmental science experience,
- Possession of a valid driver's license and ability to obtain a State of Nevada driver's license

Special Requirements:

- Must be willing to reside within Churchill County after being hired
- Must be accessible and able to respond within 30 minutes.
- May be required to attend out-of-town training and/or meetings requiring travel by car, plane or other means of transportation.

Environmental Factors and Conditions/Physical Requirements:

- Works in indoor office environments, as well as outdoor environments with intermittent to occasional exposure to unpleasant elements such as vibrations, noise, dust, fumes and odors, dampness, raw sewage, noise levels or extreme weather conditions including heat, rain, snow, cold, wind, and dust.
- Potential exposure to dangerous chemicals.
- Occasional work in confined areas.
- Work is typically performed independently and may be in isolated geographic areas.
- Frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events.
- Subject to standing, walking, sitting, bending, reaching, kneeling, and lifting heavy objects up to 100 pounds.

Equipment and Tools Utilized:

- Special Equipment includes computerized and conventional office equipment, calculator, drafting equipment, power and hand tools, testers, meters, and motorized equipment and vehicles.