



COUNTY OF GALVESTON

CLASSIFICATION TITLE: Engineering Specialist
DEPARTMENT: Engineering
REPORTS TO: County Engineer

CE/2

PAY GRADE: 19 **Date Created:** August 1, 2002 **Approved by:** kb
PAY STEP: _____ **Date Revised:** _____ **Approved by:** _____
FLSA STATUS: Exempt Non-Exempt **Bi-Weekly: \$ 1,633.94 Annually: \$42,482.34**

POSITION SUMMARY: This position provides skilled technical assistance requiring a mastery of advanced engineering concepts to the County Engineer.

ESSENTIAL FUNCTIONS

Develops construction plans and specifications for civil projects, including all design and quantity calculations, layouts, estimates, and the like.
Interprets field notes of surveys and performs raw calculations.
Visits field sites to ascertain field conditions and determine design parameters.
Administers construction contracts.
Prepares cost estimates and other investigative and preparatory work in project planning.
Directs and coordinates the bidding process; tabulates bids, reviews contracts, and holds pre-construction safety conferences.
Reviews plans of civil projects submitted by consultants and contractors.
Maintains and updates county maps.
Performs other related duties as assigned.

REQUIRED KNOWLEDGES AND SKILLS

Comprehensive knowledge of the purposes, principles, terminology, and practices employed in civil engineering and construction.
Comprehensive knowledge of local and state law, procedures, and policies as they relate to the mission of the department.
Comprehensive knowledge of administrative planning, management, and supervision as it applies to the position.
Comprehensive knowledge of federal, state, and local laws, codes, and regulations relevant to the functions of department.
Comprehensive knowledge of the geography of Galveston County.
Comprehensive knowledge of materials, techniques, and procedures used in the construction of roads, drainage systems, bridges, buildings, and structures.
Comprehensive knowledge of land surveying, hydraulics, hydrology, road planning, flood plain management, and land development.
Thorough knowledge of the preparation and interpretation of statistical, technical, and narrative reports regarding department activities.
Skill in the use of specialized computer software programs, including AutoCAD.
Skill in performing complex mathematical calculations.
Physical condition commensurate with the demands of the position.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The work is typically performed while sitting at a desk or table in a standard office environment. The employee may conduct on-site inspections in cold or inclement weather.

SUPERVISORY RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

Knowledge and level of competency commonly associated with the completion of specialized training in the occupational field, in addition to basic skills typically associated with a high school education.
Experience sufficient to thoroughly understand the work of subordinate positions and to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
Possession of or ability to readily obtain a valid driver's license issued by the State of Texas for the type of vehicle or equipment operated.