

## **Job Class Title: County Engineer (Unclassified)**

### **BASIC FUNCTION:**

To manage and assess the county's infrastructure and engineering needs related to transportation, highways, roadway; develop short-term and long-term plans to achieve the vision of the County Board; collaborate with other professional managers and leaders internally and externally; guide staff and contractors to ensure plans are brought to fruition, foster innovation at staff and individual level motivating employees to achieve the mission and goals of the division and the county; and perform related duties as assigned. This position is a direct report to the Director of Public Works and will fulfill the appointed role of County Engineer as defined by MS 163.07.

### **EXAMPLES OF WORK PERFORMED:**

1. Promote a diverse, culturally competent, and respectful workplace.
2. Serve as County Engineer per MN Statute 163.07 and as appointed by the Ramsey County Board of Commissioners.
3. Serve as the director of Public Works in the director's absence, with all delegated authorities of the director.
4. Provide professional expertise to the Ramsey County Board, Minnesota Department of Transportation, municipal partners, and other state and regional agencies. Build collaborative partnerships to support state, regional and local transportation initiatives. Participate in an array of committees, boards, and task forces to enhance transportation infrastructure and related development impacting Ramsey County and the metropolitan region.
5. Direct the development and management of the department's operating budget and capital improvement program budget. Direct the monitoring of expenditures to ensure they are compliant with state and federal rules.
6. Direct and manage state, regional and federal contract and grant applications and monitor compliance with funding requirements. Coordinate grant work with the Federal Highway Administration, Metropolitan Council, and Minnesota Department of Transportation.
7. Direct the preparation of required regional, state, and federal reports on program activity and effectiveness and grant proceeds.
8. Works with the Public Works Director and other key Public Works staff on developing and implementing the All-Abilities Transportation policy.
9. Direct, manage and manage the selection of professional consultants and contractors, the negotiation and execution of contracts and agreements with vendors, and the monitoring of contracted services performance to ensure the delivery of effective services in compliance with applicable laws, rules, regulations and policies.
10. Collaborate and participate in county projects as needed. Supports activities that move the county's strategic plan forward.
11. Collaborate with the Public Works Director on regional transportation issues (Met Council/Metro Transit); collaborate with the County's Legislative and Communications Coordinator on State Legislation issues. Keep abreast of County Engineer legislative initiatives and communicates them to Public Works Director and County Administration.
12. Participate in county-wide activities and events that build relationships and enhance the Public Works Department and county organizational culture.

*(The work assigned to a position in this classification may not include all possible tasks in this description and does not limit the assignment of any additional tasks in this classification. Regular attendance according to the position's management approved work schedule is required.)*

**ESSENTIAL FUNCTIONS:** 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12.

### **SUPERVISOR/MANAGERIAL RESPONSIBILITY:**

Direct and supervise up to ten staff including professional and technical staff, and graduate and undergraduate student interns. Indirect supervision of up to 70 professional and technical FTEs. Will

provide work direction and oversight to project teams which include consultants and staff members. May provide work direction and oversight to department staff and to staff in cross-department work teams and committees.

#### **INTERNAL/EXTERNAL RELATIONSHIPS:**

Monthly contact with County Board members, the County Manager, Deputy County Managers and Department Heads to develop strategies, provide information, and discuss and resolve matters of county-wide concern or impact; with the Minnesota Department of Transportation leadership, Federal Highway Administration representatives, Metropolitan Council management staff, city managers, city and county engineers, and private industry officials to discuss and resolve issues of mutual interest. Occasional contact with federal elected officials to discuss issues related to transportation funding and federal land transfers; with city elected officials to discuss projects in their jurisdictions; and with members of the court and judges to testify in lawsuits and other legal actions impacting the county.

#### **IMPACT ON SERVICES/OPERATIONS:**

Proper performance impacts the long and short term economic health and development of the county, region and state and the ability to provide efficient and effective services for the region's citizens and businesses. Proper performance results in the ability to provide thorough, accurate policy analysis, thereby enabling policy makers to deliver services efficiently and effectively; make informed decisions; maximize service delivery by influencing legislative, funding, and policy decisions; allocate resources effectively; and improve community trust and collaboration. Improper performance could result in damage to the state, county and department reputation, result in reduced revenue or inefficient or ineffective allocation of resources, degrade mobility options and quality, lead to loss of economic development for the county, undermine the department's ability to deliver its program and services in a lawful manner, and undermine the department's ability to conduct operations and maintenance functions in a cost-effective, well-planned manner.

#### **WORK ENVIRONMENT:**

Work is normally performed in an office setting and includes two to six hours of keyboard use per day. Occasional travel to other county, state, and local agency facilities to attend meetings; may include evening venues. Occasional travel to other sites to evaluate projects and related issues, and to respond appropriately to emergencies, with exposure to inclement weather conditions and construction site hazards.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- A high level of integrity with strong ethics and values.
- Knowledge of the principles and practices of civil and highway engineering.
- Knowledge of state, federal and local laws, rules, and regulations governing the provision of county services as they apply to the transportation industry and the Regional Rail Authority.
- Knowledge of multi-modal transportation planning.
- Knowledge of the political structures, funding sources and various constituencies related to Ramsey County transit projects.
- Knowledge of the principles and application of information technology as it relates to the division assigned.
- Knowledge of strategic planning principles and of advanced performance measurement methods, including the development of meaningful performance measures and targets.
- Skill in determining priorities, organizing, delegating and directing the work of others.
- Skill in written and verbal communications to a wide range of audiences, including public speaking and making public appearances.
- Skill in using computer word processing, spreadsheet, and data analysis programs.
- Demonstrated ability to provide effective and strategic leadership.
- Ability to promote a diverse and culturally competent workforce with a commitment to providing leadership in Ramsey County's racial equity work.
- Ability to provide leadership and instill a shared vision of excellence.
- Ability to encourage and foster a department office culture of respect, collaboration and innovation.
- Ability to manage, administer and monitor a large budget.

- Ability to manage, train, motivate, evaluate and coach professional and support staff.
- Ability to plan, organize and direct multi-disciplinary activities.
- Ability to establish and maintain effective working relationships with county leaders, representatives of other counties, municipalities, state departments and legislative bodies.
- Ability to anticipate future trends, assess impact, and display a system-wide thinking approach.
- Ability to negotiate, mediate, and identify creative solutions for problem solving and effectively work with individuals who have conflicting opinions and interests.
- Ability to analyze complex changes in laws, rules and regulations and respond accordingly.
- Ability to analyze complex data and identify organizational and policy problems and choose an appropriate resolution.
- Ability to present and explain complex issues in understandable terms.
- Ability to effectively work with individuals who have conflicting opinions and interests on controversial matters of public interest.
- Ability to understand the political climate within which the office must operate, while always acting apolitically.

#### **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's Degree in Civil Engineering, Construction Management, Transportation Planning, Urban Studies, Public Administration, Business Administration or a related field.

**Experience:** Six years of progressively responsible experience in transportation and/or public infrastructure development and operations, including three or more years of management experience supervising professional staff.

**Substitution:** Master's Degree in Public Administration, Urban Studies, Transportation Planning, Civil Engineering, Regional Planning or a related field may substitute for two years of the required experience. Or a combination of education and experience that equates to ten years may be used as a substitution.

**Certifications/Licensure:** Licensed as a Registered Professional Engineer in the state of Minnesota. A valid Class D driver's license.

**Other:** [Minnesota Statute County Engineer 163.07](#)

Revisions: