

Engineering & Construction Manager

Posting #10-12

MASON COUNTY EMPLOYMENT OPPORTUNITY

Opening Date: July 8, 2010

Closing Date: August 13, 2010

Department: Public Works

Monthly Salary: \$5,239 to \$6,220

Job Summary

Responsible for planning, organizing, and managing the design and construction of County roads, bridges, and other engineering improvements and projects.

Examples of Duties

Performs and oversees technical studies, designs, cost estimates, and inspections for a variety of road and transportation projects. Provides supervision, technical guidance to engineering and construction support staff. Manages, coordinates, and organizes staff assignments and workloads. Implements policies, procedures, and performance standards to ensure compliance with County guidelines and objectives. Performs or oversees the design of construction plans and profiles. Coordinates awards to contractors by developing contract specifications, coordinating the RFQ/RFP and bid award process, and conducting conferences to ensure compliance with County and State guidelines. Manages and inspects construction projects by outside contractors to ensure compliance to specifications and regulations. Performs a variety of administrative activities including updating engineering manuals, coordinating road improvement district applications, maintaining construction records, and preparing applications for federal funding of projects. Participates in personnel matters and provides training.

Minimum Requirements

Bachelor's degree in civil engineering or related field and five years of civil engineering experience including supervisory responsibilities. Applicant must possess a valid Civil Engineers License in the State of Washington or ability to obtain it within six months of hire. Must possess a valid Washington State Driver's License with good driving record.

Application & Selection Process

Applicants are required to submit a Mason County Application. The completed application may include additional pages of employment history using the application format, and a resume may be attached. The completed application will be used as the primary document to determine if minimum qualifications are met for this recruitment. Misrepresentation, incomplete, or inaccurate entries may be the cause of application rejection, removal from the employment list, or discharge from county service. Applicants will be screened based upon education and experience, and the top candidates will be scheduled for interviews. Selection factors will include demonstrated knowledge and abilities of design, construction, and standard specifications as well as a demonstrated ability to supervise and maintain an effective working relationship with coworkers, other agencies, and the general public. **Only candidates selected for interviews will receive notice of final selection decision.** Please read the reverse side for additional information. *This selection process may be subject to change.*

Submit Applications to:

Mason County Human Resource Department

411 North Fifth Street, Shelton, WA 98584 (360) 427-9670 Ext 268 or Job Line 427-7265

Equal Opportunity - Affirmative Action Employer

Drug-free Work Environment