

**POSITION:** Chief, Engineering and Construction Division, Department of Public Works  
**GRADE:** 12N  
**CODE:**

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**FLSA: Exempt**  
**DATE: 05/06**

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**Job Summary:** Directs the daily operations of the Engineering and Construction Division of the Cecil County Department of Public Works. Responsible for all aspects of the management and execution of the Department's Capital Improvement Program as well as for providing engineering support to the Department's operating divisions (Roads; Water and Wastewater; Solid Waste Management). The Department's Capital Improvement Program averages \$14M per year and includes the construction, renovation, repair, and upgrade of roads, bridges and solid waste, water, and wastewater infrastructure and facilities. Responsible for the successful completion of multiple, concurrent capital projects in accordance with approved budgets, schedules, and applicable ordinances, codes, regulations and standards. Directs, coordinates, and reviews the work of Architect-Engineer firms and other consultants. Manages the Department's bridge inspection and right of way acquisition programs and provides necessary transportation planning and traffic engineering support. Represents the Department as needed with other County departments and local, state and federal agencies. Frequently communicates with other government officials, representatives from Architect-Engineer firms, construction contractors and members of the public regarding Department plans and projects. Leads and supervises professional, technical, and administrative personnel. Performs other duties as assigned.

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**Essential Functions:**

1. Plans, schedules, assigns, manages, and supervises the work of the professional, technical, and administrative staff within the Engineering and Construction Division of the Cecil County Department of Public Works.
2. Develops the scope of proposed Capital Improvement Program projects.
3. Manages Architect-Engineer firms and other consultants in the preparation of studies, designs, and other work products in support of Departmental plans and projects.
4. Prepares design criteria for Departmental projects and performs engineering and design for in-house projects. Reviews the engineering, design, and plans for complex civil engineering projects performed by Architect-Engineer firms and other consultants.
5. Prepares and manages the Department's Capital Improvement Program (CIP) budget and the budget of CIP projects. Prepares cost estimates and/or reviews and approves cost estimates prepared by staff or consultants.
6. Working in concert with the County Budget Manager and Treasurer's Office, obtains funding for public works projects through various federal and state grants.
7. Establishes and maintains schedules for Capital Improvement Program and other assigned projects.
8. Provides construction management of CIP and other projects. Resolves engineering, administrative, and field construction problems and disputes as they arise.
9. Manages the County Right of Way acquisition program.
10. Provides engineering support to the Roads, Water & Wastewater, and Solid Waste Management Divisions and other County departments and agencies.

11. Prepares and manages the Engineering and Construction Division's annual operating budget.
  12. Establishes and maintains effective working relationships with other agencies and project stakeholders.
  13. Assists the Director and Deputy Director of Public Works in responding to complaints and inquiries from the Board of County Commissioners, other government agencies, and the general public.
  14. Serves as the representative of the County to the public and other audiences during various meetings.
  15. Performs other duties as assigned.
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**Required Knowledge, Skills and Abilities:**

1. Advanced knowledge of the principles and practices of civil engineering including planning, engineering, design, contracting and construction.
  2. Ability to initiate, coordinate, and direct multiple, concurrent large-scale public works engineering and construction projects.
  3. Ability to perform engineering and design, supervise engineering and design by in-house staff, and to review engineering and design performed by consulting Architect-Engineer firms on a variety of civil engineering projects.
  4. Ability to prepare and review project plans, specifications, estimates, and other contract documents.
  5. Ability to plan, schedule, assign, manage, and supervise the work of assigned personnel.
  6. Ability to develop and manage project and operating budgets.
  7. Ability to communicate ideas effectively, both orally and in writing.
  8. Ability to establish and maintain effective working relationships and to work as a member of a team.
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**Education and Experience:**

1. Possession of a Bachelor of Science in Civil Engineering or closely related field from an accredited college or university.
  2. Six or more years of experience in the design and construction of public works projects such as roads, bridges, solid waste, water, and wastewater collections, treatment, and distribution facilities and associated infrastructure.
  3. Possession of a Maryland Professional Engineer's license or ability to obtain within one year from date of hire.
  4. Possession of a valid driver's license.
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**Physical and Environmental Conditions:**

1. The work requires occasional moderately strenuous effort such as the lifting and handling of moderately heavy boxes, tools, test equipment, or other materials; walking/climbing around construction sites, bridges, or other structures for the purpose of conducting engineering assessments, investigations, and inspections; sitting/standing in a fixed position for extended periods of time.

2. The work environment involves moderate risk with exposure to potentially dangerous conditions such as those typically found on construction sites. These conditions require a range of safety precautions and may result in exposure to inclement weather conditions.
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**Note:** The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.