



## **Employment Opportunity**

Civil Engineer Manager – Bureau of Engineering  
\$63,648 to \$78,000 salary range (Grade C15)  
40 hour position with full benefit package  
**Apply By: Friday, June 15, 2018 @ 5:00 p.m.**

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**GENERAL RESPONSIBILITIES** Manages and coordinates the planning and completion of Public Works projects in accordance with Federal, State and local laws.

**ESSENTIAL TASKS** include the following; other duties may be assigned

1. Perform supervisory responsibilities in accordance with the current Carroll County Code of Local Public Laws and Ordinances, County policies and applicable laws
2. Compile composite reports from individual reports of subordinates required by management or government agencies
3. Determine work procedures, prepares work schedules, and expedites workflow
4. Consult legal counsel to ensure policies, procedures, and practices comply with Federal, State, and local laws
5. Assign duties, examine work for exactness, neatness, and conformance to policies and procedures
6. Study, develop and standardize procedures and policies to improve efficiency and ensure continuous and safe operations
7. Address errors and complaints
8. Develop and implement Capital Improvement Program (CIP) for County roads and bridges
9. Oversee engineering design, prepare contract bid documents, develop requests for proposals (RFP), coordinate with surveys, construction inspection and land acquisition for CIP; visit project locations and conduct on-site inspections as required
10. Identify, evaluate and implement alternative pavement and storm drainage rehabilitation strategies, materials and methods
11. Apply principles, practices, laws and regulations for engineering design
12. Work with state, local, and municipal agencies on CIP projects
13. Any employee may be identified as Essential Personnel during emergency situations

### **EDUCATION AND EXPERIENCE**

1. Bachelor's degree in Civil Engineering
2. Five years experience in Civil Engineering in road, bridge and storm drainage design, including two years supervisory experience

A comparable amount of training and experience may be substituted for the minimum qualifications.

### **SPECIAL REQUIREMENT**

1. Registration as a Professional Engineer –Maryland (or must obtain within 4 years of hire)
2. Valid drivers license

A Carroll County Government job application is required for this position

**Apply on-line: [cggovernment.carr.org](http://cggovernment.carr.org)**

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

**Posted: 5/29/18**  
**(18-104)**

**Carroll County is an equal opportunity employer**