

PARISH ENGINEER

Department:

Reports To:

Division:

Location:

FLSA Status: Exempt

Classification: Full-Time/Civil Service

Approved By:

Date of Approval:

Pay Grade Level: 9

JOB SUMMARY

Plans, designs, and directs engineering projects such as roads, ditches, canals, dams, levees, irrigation systems and pipelines by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Analyzes reports, maps, drawings, blueprints, tests, and aerial photographs on soil composition, terrain, hydrological characteristics, and other topographical and geologic data to plan and design project
- Calculates cost and determines feasibility of project based on analysis of collected data
- Develops and maintains a schedule and budget for the assigned engineering project
- Plans and implements engineering program, including defining the project philosophy, activities, milestones, and staff requirements
- Prepares or directs preparation and modification of reports, specifications, plans, construction schedules, environmental impact studies, and designs for project
- Inspects construction site to monitor progress and ensure conformance to engineering plans, specifications, and construction and safety standards
- Directs construction and maintenance activities at project site
- Uses computer assisted engineering and design software and equipment to prepare engineering and design documents
- Provides reports on the status of project milestones and adjusts schedules accordingly.
- Controls expenditures within limitations of project budget

- Identifies project staffing requirements and coordinates staffing with supporting organization managers
- Coordinates preparation and delivery of project deliverables, design documents, and bid packages
- Assigns and oversees project personnel to specific phases or aspects of project such as technical studies, product design, preparation of specifications and technical plans
- Directs integration of technical activities and products
- Evaluates and approves design changes, specifications, and drawing releases
- Prepares interim and completion project reports
- Interfaces with the Administrative/Legislative Departments to provide project status reports and ensure the general public's needs are met
- All parish government employees in a declared emergency shall be considered essential personnel

Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with Lafourche Parish Government policies and procedures and applicable laws of the State of Louisiana; Supervisory responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing and resolving problems.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Oral Communication - Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Presents numerical data effectively.

Teamwork - Balances team and individual responsibilities.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Judgment - Exhibits sound and accurate judgment; Makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Education and Experience. Bachelor's degree from four-year college or university; or an Associate's Degree plus four (4) to six (6) years related experience and/or training; or equivalent combination of education and experience.

Language Skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before members of the public and/or administrators/employees of organization.

Mathematical Skills. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, and Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.

OTHER SKILLS AND ABILITIES

- Must have good knowledge of the methods, practices, and procedures in proper personnel administration; must possess basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge

of computer word processing software and engineering software; business English, spelling, punctuation, and basic methods and techniques in record keeping and filing systems.

- Ability to plan, evaluate, and prioritize work assignments to ensure accurate and timely implementation and completion.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and extreme heat. The noise level in the work environment is usually moderate to noisy.