

# NEW CASTLE COUNTY GOVERNMENT

Number 0674

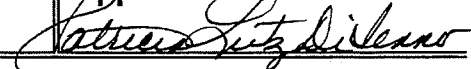
## CLASS SPECIFICATION

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Date 05/01/01

Title: ASSISTANT COUNTY ENGINEER

Approved:



GENERAL STATEMENT OF DUTIES: Performs highly responsible managerial, administrative and professional engineering work in assisting the Special Services Department General Manager or designee; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class serves as general assistant to the Special Services Department General Manager or designee. Work is performed under general direction and is reviewed through conferences, reports and the evaluation of results achieved. Work involves a high degree of responsibility with active participation in the determination, formulation and execution of County policies.

EXAMPLES OF WORK: (Illustrative only)

- Manages and coordinates work of the department;
- Manages the development of long- and short-term goals for the department;
- Reviews all proposals for subdivisions and land development to include sewer capacities and drainage design;
- Assists in developing, formulating and executing policies and procedures for the department;
- Assists in the preparation and administration of the capital and operating budgets;
- Meets with and advises public and private agencies, committees and individuals interested in County problems;
- Investigates complaints and recommends possible solutions;
- Supervises, trains, instructs and evaluates employees;
- Provides technical assistance to engineers of lower rank in matters relating to planning, design, construction and maintenance of sewer and drainage facilities;
- Reviews design for conformance with County standards;
- Serves as assistant to the Special Services Department General Manager or designee with responsibility for administering County regulations for subdivision development;
- Assists in screening, interviewing and hiring of consultants for engineering and architectural projects;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer and other related equipment in the course of the work.

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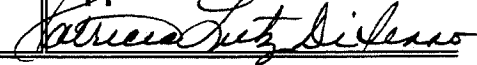
## CLASS SPECIFICATION

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Date 05/01/01

Title: ASSISTANT COUNTY ENGINEER

Approved:



REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles and practices of civil engineering; thorough knowledge of the sewerage system of the County and controlling laws; thorough knowledge of the modern methods and techniques of sewer line construction and maintenance; ability to assist actively and effectively in the planning, organizing and directing of engineering programs; ability to assist management in planning and administering the activities of a large number of professional, technical and other staff working in widely varied activities; ability to communicate courteously and effectively, both verbally and in writing; good professional judgement; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least five years progressively responsible engineering and administrative experience including experience in the planning, construction and maintenance of sewerage and related systems and possession of a Bachelor's Degree from an accredited college or university with major course work in civil engineering; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Registration by the Delaware State Board of Engineer Examiners as a professional engineer.

HISTORY OF REVISIONS:

Established:	07/01/73
Revised:	05/01/90
Revised:	01/24/95
Revised:	07/01/97
Revised:	05/01/01