

WORCESTER COUNTY JOB OPPORTUNITIES

DEPARTMENT: DEPARTMENT OF PUBLIC WORKS

JOB TITLE: PROJECT ENGINEER

COMPENSATION: NON-CLASSIFIED \$90,000 - \$110,000 ANNUALLY
* *BASED ON QUALIFICATIONS AND EXPERIENCE*

WORK SCHEDULE: MONDAY-FRIDAY 7:30AM-4:00PM AND OTHER HOURS AS NEEDED

APPLICATION PERIOD: UNTIL FILLED

Job Summary: Serving under the direct leadership of the Public Works Director and the Deputy Director, the project engineer is responsible for overseeing water, wastewater, roads, and solid waste projects for Worcester County by planning, designing, and managing infrastructure projects that ensure the safe and efficient delivery of essential public services. This includes developing and maintaining water distribution systems, wastewater treatment facilities, road networks, and solid waste management systems. The engineer coordinates with various departments, contractors, permitting agencies, grant funding agencies, and stakeholders, ensuring compliance with regulatory standards, budget constraints, and project timelines. Additionally, they conduct assessments of existing infrastructure, identify areas for improvement, and implement sustainable solutions to enhance the county's environmental and public health standards. Specific duties include development plan review, engineering planning and design, construction project administration, and grant administration.

General Requirements:

- Pre-employment background check
- Safety Sensitive position subject to Drug and Alcohol Testing
- Essential personnel subject to emergency call-back with little or no notice to include evening and weekend work if needed
- Possession of a valid driver's license, and a motor vehicle history with less than 4 points
- This position requires work in the office Monday-Friday 7:30am-4:00pm and other hours as needed

Essential Job Duties and Responsibilities:

- Reviews, comments, and recommends for approval developers' site plans for County infrastructure
- Performs in-house design of sanitary sewers, water and wastewater facilities, solid waste facilities, County roads, etc.
- Researches utility records for possible conflicts with proposed design
- Coordinates survey activity
- Performs post disaster event damage assessment for Public Works- maintained facilities
- Prepares engineering cost estimates for County budget proposals
- Prepares project orders for selected engineering and construction firms
- Processes change orders and monthly payment requests from project contractors
- Reviews and recommends for approval equipment specifications and installation plans for public infrastructure

- Reviews and recommends for approval bond and fee amounts
- Reviews and recommends for approval construction, and as-built drawings
- Performs field inspections and resolves technical problems
- Ensures that all County, State, and Federal requirements are met before closing out projects
- Keeps supervisor informed of new trends or technology as well as any unusual or detrimental conditions and process problems
- Keeps informed on current engineering practices by attending workshops and educational programs or reading specialized literature
- Acts as a representative of Worcester County to the public
- Prepares grant and loan applications to lending agencies such as USDA and MDE
- Prepares scope of work for use in purchasing specifications and bid requests for design and construction projects
- Prepares small project agreements, memos, and other administrative packages for Commissioner approval
- Works with construction staff, administrative staff, support staff
- Provides engineering comments on proposed County infrastructure projects
- Functions as staff to Advisory Boards.
- Presents to the County Commissioners
- Meets with Public to explain pertinent issues, respond to inquiries, and resolve complaints
- Manages capital projects in the department while coordinating with other departments, vendors, and agencies
- Demonstrates sufficient knowledge and experience to work with minimal supervision
- Completes assigned tasks accurately and by established deadlines
- Cross trains and backs up other staff as needed
- Establishes and maintains harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism
- Complies with safety programs, procedures training, fire drills, COOP plans, etc. and works safely
- Ensures confidentiality of information and records and complies with record retention schedule
- Adheres to Worcester County Government Personnel Rules & Regulations
- Perform other related duties as directed by the Director and/or Deputy Director of Public Works

Qualifications and Skills:

- Bachelor's degree from ABET Accredited Engineering Program in Civil Engineering, Mechanical Engineering, Environmental Engineering, or another related engineering field required
- Three years of experience as an Engineer
- E.I.T. Certification preferred
- Knowledge of project management and engineering
- Effectively and accurately make reasonable and logical engineering judgments
- Effectively and efficiently report and communicate information
- Effectively and efficiently prepare, organize, and track information
- Effectively prioritize and multitask with attention to detail
- Accurately prepare and maintain records and files
- Accurately prepare or review engineering plans, reports, and studies including calculations
- Excellent computer skills including being proficient in Microsoft Word, Excel, Power Point, and Outlook

- Above average oral and written communication skills necessary to prepare reports, prepare and deliver public presentations, communicate effectively and courteously with coworkers and the general public
- Ability to develop and maintain effective working relations with coworkers, elected and appointed officials, business executives, related professionals and the general public
- Ability to work effectively with little supervision and minimal direction
- Self-starter that takes initiative and has a sense of urgency
- Experience managing capital projects
- Experience writing grant applications and managing grants
- Experience with writing specifications, requirements, bid requests and managing requests for proposals
- Experience managing vendors
- Proficient with data analysis and analytical reporting

Known Hazards:

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (75-100% of the time)

Work environment involves everyday risks typical of such places as offices or meetings and training rooms.

Worcester County Government Benefits Information

Worcester County Government offers its employees a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, holidays, retirement plans, and much more! To learn more details about our full range of benefits, please view our Benefits Guide at <https://www.jobs.worcestermd.gov>.

Paid Time Off

Full time employees can accrue up to 248 hours of paid time off in the first year of employment starting on the first full pay period. This includes up to 80 hours of vacation, up to 120 hours of sick, and up to 48 hours of personal leave. The accrual for vacation increases after 6 years and 11 years. Unused vacation and sick leave can be rolled over annually as outlined in the policy details. Full time employees are granted 14 paid holidays in calendar year 2025.

Medical Benefits

Full time employees are eligible for medical, dental, vision, flexible spending account(s), and AFLAC voluntary plans on the first day of the month after date of hire. Please visit our on-line Benefits Guide at the link above for additional details about the plans, co-pays, and premiums.

Full time employees are eligible for county paid life insurance and long-term disability insurance on the first day of the month following six months of employment.

Retirement

All employees budgeted for 500 hours, or more will automatically participate in Maryland State Retirement effective on the date of hire, if not already retired from a Maryland State Retirement system. All employees are eligible to participate in a deferred compensation plan that offers pre-tax and ROTH contribution options. The county provides a \$1 for \$1 match of employee's contributions up to a maximum of \$1,000 per fiscal year as outlined in the plan documents.

Part Time Employees

Part time employees are eligible to participate in the deferred compensation plan on the first day of the month after date of hire. Part time employees are eligible to earn 1 hour for every 30 hours worked of sick leave (up to 64 hours). Sick leave can be taken after a 106-day waiting period.

Extras for All Employees

All employees are eligible to use the Fitness Room at the Worcester County Recreation Center at no cost. All employees have access to an Employee Assistance Program that provides telephone consultations and up to 3 face-to-face visits per year. All employees are eligible for SECU credit union membership.

For more information, please view our Benefits Guide at <https://www.jobs.worcestermd.gov> or call Human Resources at 410-632-0090.