

EMPLOYMENT ANNOUNCEMENT

Wasatch County seeks a full-time Assistant County Engineer. Grade S - \$106,995 - \$115,232 plus competitive benefit package. This position performs a variety of working level professional and technical duties as an Engineer to assist in coordinating and participating in the design, development, and construction of county infrastructure and projects. Complete job description is available from the Wasatch County Personnel Office, 55 S 500 E Heber City Utah 84032 or online at www.wasatchcounty.gov/employment. Cover letter and copy of current resume must be submitted to the Personnel Office at the above address or emailed to personnel@wasatch.utah.gov. Position is open until filled with first review of resumes occurring on Friday, June 20, 2025. Wasatch County is an EOE

WASATCH COUNTY JOB DESCRIPTION

TITLE: Assistant County Engineer
GRADE NUMBER: S - \$106,995-\$115,232
EFFECTIVE DATE: May 2025
DEPARTMENT: Engineering

JOB SUMMARY

Performs a variety of working level professional and technical duties as needed to assist the County Engineer in coordinating and participating in the design, development, and construction of county infrastructure and projects.

ESSENTIAL FUNCTIONS

Assists the County Engineer with various aspects of project management for construction projects, including adherence with established standards and work plans, processes and procedures; monitors activities and work to assure compliance with standards and contract specifications; assures timely completion of projects; conducts and coordinates project inspections.

Assists the County Engineer in review and coordination of projects, plans, reports, calculations, and improvements as submitted.

Assists the County Engineer in coordinating a variety of operations and activities undertaken by the engineering division related to traffic management, infrastructure analysis and public works systems; coordinates project priorities; prepares engineering reviews and reports for proposed county projects and developments.

Assists the County Engineer in directing and coordinating the work of engineering consultants.

Supervises contractors, sub-contractors, and Engineering department personnel in applications, the design, inspection, and maintenance of County projects to ensure compliance with plans, specifications, codes, and safety considerations.

Participates in the development and maintenance of the flood control program; may be asked to serve as liaison with federal, state, county and local jurisdictions; represents the County to various commissions and task forces; prepares various reports, projects and evaluations as required; provides input to the County and committees as required.

Maintains codes and records related to development and infrastructure improvements, engineering permits, engineering reports, calculations, and other documents.

Participates in construction management that may include but not limited to; construction oversight, scheduling, public communication, budgeting, and payment.

Participates in Development Review Committee (DRC) and submits required departmental approval.

Reviews and submits code amendments proactively and in response to requests from applications, council, the County Engineer, and/or county administration.

Supervises and participates in bond estimating and approval and approves bond releases.

Resolves engineering concerns and problems relating to Wasatch County from citizens, contractors, government agencies, and/or other interested parties.

Assists the County Engineer by taking the lead role in operating and management of the storm water management program.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of – Construction drawings and specifications, mathematics, algebra, and trigonometry, drafting procedures; computer-aided designing, drafting and plotting instruments. Principles and practices of engineering design and construction.

Skill with – Project planning, scheduling, and control. Communication with contractors, utility companies, and the public. Interpreting plans and specifications. Word processing, spreadsheet, presentation, and other office software, computerized engineering systems, and instruments. Developing, maintaining, and managing a team of professionals to achieve goals, project deadlines, and objectives.

Ability to – Handle complex problems. Regularly be onsite of construction projects and verify compliance with Engineering Standards. Communicate with others and assimilate and understand information, in a manner consistent with the essential job functions. Work in an office environment as well as outside in the field. Receive, deliver, and explain oral and written instructions. Exercise initiative and sound judgment. React resourcefully under varying stressful situations. Communicate effectively verbally and in writing with co-workers, contractors and with the public under potentially adverse circumstances and to work well with others.

PHYSICAL DEMANDS

Work is performed primarily in an office setting though outdoor inspections of projects is not uncommon. Primary tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, and finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and creative problem solving. Occasionally lifts or otherwise moves objects weighing up to 50 pounds. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

EDUCATION AND EXPERIENCE

Equivalent to a Bachelor's degree in Civil Engineering. Minimum four (4) years work experience performing professional civil engineering activities. Experience with AutoCAD and GIS/ArcMap preferred.

LICENSING AND CERTIFICATION

Incumbent must possess a valid State of Utah Driver's License.

Incumbent must be a Licensed Professional Engineer in the State of Utah

****This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.**