



CLASS SPECIFICATION FOR:

Design Program Specialist I

General Statement of Duties:

Performs design and drafting duties for roadway, drainage and other assigned projects to ensure conformity to all applicable local, state and federal laws; oversees and handles routine, less complex, projects from conception through construction; does related work as required.

Distinguishing Features of Class:

Position incumbents in this job classification are responsible for designing roadway, drainage and other assigned projects to conform to all applicable local, state and federal laws; manages assigned projects from design through construction; responsible for reviewing construction plans, plans of development and contracts, design construction plans and providing information to the public on plan design. Provides policy interpretation and technical assistance on designs, alternative designs, costs, issue resolution and constructability of projects for County agencies and staff, residents, developers, contractors and other stakeholders involved in assigned projects and related activities. Requires excellent organization and interpersonal skills with the ability to multi task effectively, manage multiple projects simultaneously, track and manage project records and documentation, and work with diverse array of internal and external stakeholders to resolve issues and complete projects according to specifications and within approved budgets. Refers unusual issues and situations to supervisor. Work is performed under general supervision.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Engages in a wide variety of interactions and meetings with the public, regulatory agencies, County staff at all levels and other stakeholders regarding projects' design and compliance with all applicable local, state and federal laws;
- Creates technical plans and specifications for the County to secure contractor bids, and to construct projects;
- Reviews plans to ensure compliance with all applicable policies and laws;
- Coordinates utility, VDOT and staff reviews of project plans;
- Develops and manages assigned projects from inception through completion including but not limited to project design, plan preparations including reviews, approvals and revisions, preparing cost projections and budgets, developing specifications for bids and contracts, project development, public meetings and hearings, coordinating easement and right of way acquisitions, overseeing project construction, site inspections, performing any necessary investigations and problem resolution, tracking project status, tracking and maintaining accurate project records (paper and electronic), preparing and providing reports on projects, etc.;
- Works with stakeholders to identify and implement cost effective complaint and issue resolutions;
- Uses in a variety of department specific systems and software and operates a variety of equipment incidental to design projects and prepare project plans and specifications;
- Maintains the County's Roadway Maintenance Inventory, including preparing related reports and submitting information/data as required, and responds to related inquiries;
- Communicates clearly and concisely, verbally and in writing, with County citizens to explain technical information, resolve concerns and/or complaints and interpret applicable local, state and federal environmental laws;
- Responds to customer inquiries for information regarding: public right-of-way, flood-plains, in-house construction plans, private construction plans for new development, and roadway maintenance inventory;
- May review of building permits for Public Works' concerns and review of proposed utility plans in Public Works right-of-way and easements;
- Directs technical staff in gathering information needed in preparation of surveying activities including real estate records, courthouse research, record plats, and construction plans
- Maintains current knowledge of design and environmental best practices and guidelines as well as latest construction tools and techniques as related to assigned duties and responsibilities;
- Attends all scheduled meetings and required training and maintains all required certifications;
- Performs other duties as assigned.



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Required Knowledge, Skills and Abilities:

Basic technical knowledge of civil engineering principles and practices as they apply to roadway, drainage and other assigned projects; knowledge of construction methods and techniques; basic knowledge of common methods and equipment used in engineering, construction and of inspection methods used in reviewing such work; ability to review construction documents, designs and proposals for costs, design requirements and compatibility (compliance) with County standards, guides and applicable state and federal requirements; project management skills with the ability to plan projects, prepare related designs, estimates and specifications, perform difficult computations, including engineering computations, and to make comprehensive recommendations on design and construction problems; ability to multitask and effectively manage competing priorities and make sound decisions; sound judgment with critical thinking and problem solving skills with the ability to cost effectively and appropriately resolve complex issues and ensure ongoing compliance with applicable local, state and federal laws; ability to accurately and consistently interpret and apply complex laws, regulations and policies; excellent negotiation skills; knowledge of the principles and practices of contract procurement and management; strong oral and written communication skills; ability to express ideas clearly and concisely, orally and in writing to diverse audiences of stakeholders including but not limited to County Officials, County employees at all levels, engineers, developers, contractors, landowners, regulatory agencies' personnel, and citizens; ability to research, collect and maintain data, consider and weigh a variety of factors in making decisions or recommendations; ability to synthesize multiple types of complex data and produce easily understood reports and other materials; good knowledge of personal computers and /or automated systems with the ability to enter, maintain, retrieve, analyze and report technical data clearly and concisely and to use common office software and department specific software and systems to accurately compile and maintain Division specific data and provide detailed reports; accounting or other financial skills with sufficient ability to develop project budget projections and manage expenditures in accordance with County Finance policies and projects costs effectively within an approved budget; physical condition that permits activities including but not limited to walking long distances, climbing, bending, driving and working under adverse temperatures and/or weather conditions and rough terrain as needed to perform assigned duties and access diverse environmental locations Countywide; personal accountability including teamwork and establishing and maintaining positive productive working relationships with a diverse community of internal and external stakeholders, customers and colleagues; ability to work independently; excellent customer service skills; tact; and courtesy. Must be able to positively and appropriately represent the County with the public and a diverse array of internal and external project stakeholders. Requires ability to work a flexible schedule as needed.

Minimum Education and Experience:

Education: Four (4) year degree in relevant field; may prefer a engineering field from a college or university accredited by the Accreditation Board of Engineering and Technologies;

Experience: Some previous relevant professional experience with drainage and roadway or other relevant project management experience;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Valid driver's license.