

RECRUITMENT ANNOUNCEMENT

County Engineer Engineering Department

COMPENSATION NEGOTIABLE DEPENDING ON QUALIFICATIONS & EXPERIENCE.

APPLICATIONS ARE AVAILABLE ON-LINE AT www.berkeleywv.org OR AT THE COUNTY COUNCIL OFFICE, 400 W. STEPHEN STREET; SUITE 201, MARTINSBURG, WV, 25401, MONDAY-FRIDAY, 9:00 AM-5:00 PM. APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.

GENERAL DEFINITION OF WORK:

Performs difficult professional and administrative work associated with the day-to-day operations of the Department of Engineering, Permits & Inspections. Reviews plans including the design, construction or reconstruction of facilities such as roads, bridges, drainage systems, etc. and advising elected officials in areas such as capital projects, private development review, and citizen complaints. Direction may be provided by the Director of Engineering, Permits & Inspections or the County Administrator.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Works with the Director in administrating the day-to-day operation of the Department, including setting of priorities and assigning of work.
2. Meets with, talks to and/or corresponds with the general public, engineers, developers, contractors, etc. regarding engineering related issues.
3. May assist in the administration of building inspection and codes enforcement operations.
4. Attends Planning Commission and County Council meetings as required.
5. Reviews and approves public infrastructure design and construction plans, site development plans, and storm water management plans.
6. Serves as technical advisor to the County Council and other County agencies.
7. Makes various presentations.
8. Administers the County Stormwater Management Ordinance, including review, approval, construction inspection, and enforcement.
9. Reviews plans for MS4 compliance.
10. Participates in the development of policies, standards, ordinances and specifications.
11. Determines standards and specifications for a variety of engineering projects.
12. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work with a variety of agencies in both the public and private sector; ability to manage diversified projects as well as people; good oral communication skills; Microsoft office software experience desirable.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a Bachelor of Science Degree in Civil Engineering and extensive experience in civil engineering. Must be a licensed Professional Engineer (PE).

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS:

West Virginia Licensed Professional Engineer (PE)

Possession of a valid driver's license.

Reasonable accommodations may be made to enable individual with disabilities to perform the essential tasks.

ADDITIONAL INFORMATION FOR APPLICANTS

APPLICATION FOR THIS RECRUITMENT:

All applications for vacancies with Berkeley County Government must be submitted to the Berkeley County Council, 400 West Stephen Street, Suite 201, Martinsburg, WV., 25401 on or before the date specified on the front of this announcement. An application may be rejected if it is not complete or is received after the specified closing date (we do honor post-mark date on applications submitted by postal mail). Each applicant will be notified by mail regarding the selection process. Berkeley County does not reimburse travel expenses incurred to attend a scheduled interview.

EXAMINATION PROCEDURE:

The kind of examination/screening for positions announced will vary with each position and may include:

- an evaluation of training and experience
- personal and/or group interview
- written and/or spoken examination(s)
- performance test(s)
- a background investigation
- a physical examination*and
- a drug test*.

*These examinations are administered after offer of employment.

PROBATIONARY PERIOD:

Berkeley County is an "At-Will" employer. However, new employees normally serve a probationary period of six (6) months before attaining regular status. The length of the probationary period may vary depending on the position and may be extended depending on performance. The probationary period is considered part of the examination process to determine the employees fitness for the position in which he/she was placed.

COMPENSATION:

Berkeley County employees are paid twice per month. A new employee ordinarily starts work at the rate specified in this announcement. The Berkeley County Council reviews compensation increases as part of the normal budget preparation process and makes the appropriate compensation adjustments at the beginning of the fiscal year (July 1).

ANNUAL LEAVE, SICK LEAVE AND HOLIDAYS:

(the following is unavailable for part-time and temporary positions)

- Employees earn 1.50 days of sick leave per month/18 days annually with unlimited accumulation.
- Berkeley County observes 12 paid holidays per year and Primary and General Election Days as they occur.
- Employees accumulate annual leave according to the following schedule:

<u>Years of Service</u>	<u>Days Per Month</u>	<u>Days Per Year</u>
0 – 5 years	1.25 days	15 days
5 – 10 years	1.50 days	18 days
10 – 15 years	1.75 days	21 days
15 years plus	2.00 days	24 days

HEALTH, RETIREMENT & MISCELLANOUS BENEFITS:

- Regular full-time employees are required to participate in the West Virginia Public Employee Retirement Plan
- Life Insurance is available to full-time employees, their spouse and eligible dependents.
- Regular full-time employees may elect to join the County sponsored health plan which includes medical, hospitalization, major medical, dental, vision, and prescription drug coverage. The County may pay up to 100% of the employee costs (depending on election) and the employee pays for any dependent coverage elected.
- A deferred compensation program is available.
- Mandatory direct deposit is available to any banking institution designated by the employee.

BERKELEY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER