

VACANT POSITION
DEPARTMENT: PUBLIC WORKS
OBTAIN APPLICATION: <http://spaldingcounty.com/careers>
SUBMIT APPLICATION AND PROOF OF EDUCATION TO:
employment@spaldingcounty.com or 119 E. Solomon St, Human Resources Office
CLOSING DATE: WILL REMAIN OPEN UNTIL FILLED

Job Title: Staff Engineer (Position #3624)
Salary: Pay Grade 21; Hiring Rate \$76,388
Work Schedule: 8:00 am - 5:00 pm; Monday-Friday, overtime as needed

This position has been determined to be exempt under the provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: Bachelor's degree in Engineering or Construction Management and one (1) year of related engineering experience related to Civil or Construction Engineering projects. Engineering experience related to the transportation field is preferred. Engineer-In-Training (EIT) certified preferred but not required. EIT certification may be required later. Related intern experience may qualify. Must possess and maintain a valid Georgia Driver's License.

GENERAL STATEMENT OF JOB: Under limited supervision, responsible for designing, reviewing, and monitoring engineering projects and programs; Incumbents may serve as lead to other staff; coordinates assigned activities with other divisions, outside agencies and the public; and provides highly responsible and complex staff assistance to the Parks, Grounds and Public Works Director. Reports to the Parks, Grounds and Public Works Director.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of heavy equipment, maintenance, equipment, machines and tools. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to fifty pounds of force occasionally, and/or up to thirty pounds force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of fifty to one hundred pounds.

ESSENTIAL JOB FUNCTIONS:

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS

- Designs and reviews various engineering and construction projects.
- Performs field reviews to ensure work is done according to the work plan.
- Performs plan review functions.
- Provides technical assistance to other Spalding County staff, outside contractors, and the general public regarding engineering issues.
- Prepares and reviews various reports.
- Researches, investigates and evaluates complaints by the public regarding engineering-related issues.
- Performs plan review for compliance with applicable regulations and adherence to mandated guidelines pertaining to public works and parks.
- Provides technical assistance to other County staff, contractors and the public regarding engineering matters.
- Reviews various reports, zoning conditions, recorded plant GIS maps and easements related to development and transportation projects.
- Researches, investigates and evaluates complaints and inquiries received by management or the public regarding transportation and civil issues.
- May serve as a lead to lower-level staff to include assigning and monitoring work and providing direction.
- Designs, prepares and manages data derived by a CMA work order system.
- Provides technical assistance and project management for departments within public services and parks.
- Interprets and assists with traffic and M.U.T.C.D studies and requirements.

- Attends various meetings and seminars to remain knowledgeable about new trends and developments in the field of water management.
- As needed, will be on-call for after-hours issues that may arise.
- Performs other related duties as required.

December 2025

Ad3624b