



## JOB OPPORTUNITY BULLETIN

*Harrison County affords equal job opportunity to all individuals, regardless of race, color, religion, **sex**, age or national origin.*

Today's Date: **April 5, 2022**

Date Listing Will Close: **Open Until Filled.**

The following department has a vacancy for qualified employees in the following position:

Class Specification: **Engineer**

Location /Department: **Engineering**

Salary: **\$70,000- \$80,000 Annually**

Position Summary: **See Attached Job Description**

---

### HARRISON COUNTY PERSONNEL / HUMAN RESOURCES

1801 - 23<sup>rd</sup> Avenue, First Floor, South Hall, Gulfport Courthouse  
Phone: (228) 865-4194 Fax: (228) 865-4162 [www.co.harrison.ms.us](http://www.co.harrison.ms.us)

**APPLICATIONS MUST BE RECEIVED BY 5:00 P.M.**

---

E.O.E. and AD.A.

**HARRISON COUNTY, MISSISSIPPI  
JOB DESCRIPTION**

**JOB TITLE:** Engineer

**DEPARTMENT:** Engineering

**FLSA STATUS:** Exempt

**REPORTS TO:** County Engineer

**POSITION CODE:** 8810

**MAINTENANCE REVIEW DATE:** April 5, 2022

**CLOSING DATE:** Open Until Filled

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to: attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary. Should an incumbent/applicant be unable to perform the essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA), reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*

**JOB OBJECTIVE:** Assist the County Engineer in creating an efficient and productive department by performing the more complex inspection, plan review, or design assignments under intermittent supervision of the County Engineer in accordance with established policies and generally prescribed procedures, schedules, and specifications.

**ESSENTIAL JOB FUNCTIONS:**

1. Creates plans and specifications for County projects.
2. Designs and drafts building plans for County projects.
3. Reviews site and drainage plans for commercial development.
4. Reviews and inspects subdivision plans and construction being developed in Harrison County.
5. Inspects commercial development construction to ensure compliance with site and drainage plans
6. Reviews drainage issues in Harrison County.
7. Technical support for debris collection for Harrison County after disasters.
8. Designs plans for base mapping, overlay preparation, road designs, site plans, presentation layouts, and publication mockups.

9. Designs drainage improvement projects for implementation by road department.
10. Researches records, maps, and other related documents to obtain engineering data such as sewer stubs, water mains and property zoning.
11. Researches legal property and ownership records to provide accurate descriptions of land parcels and dedication of property.
12. Coordinates construction activities and schedules with utility companies, property owners, and other county departments.
13. Helps to ensure County compliance with DEQ Storm Water Permit requirements.
14. Performs work in accordance with sound safety procedures.
15. Responds to public inquiries in a courteous manner; provides information within scope of knowledge or refers to County Engineer.

**SECONDARY DUTIES AND RESPONSIBILITIES:**

1. Other related duties, as required

**SUPERVISORY RESPONSIBILITIES:** None

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of principles and practices of engineering as applied to public works, utilities or building construction projects.
- Knowledge of County engineering policies and procedures.
- Knowledge of methods, materials, and techniques used in the construction of public works and utilities projects.
- Knowledge of modern developments, current literature and sources of information regarding engineering.
- Knowledge of applicable laws and regulations relevant to design construction in the areas of assignments.

- Knowledge of modern standards of alignment, grade, and compaction of streets.
- Ability to perform the necessary functions to lead a design team in the conduct and completion of complex engineering projects.
- Ability to make complex engineering designs and computations and prepare engineering plans and studies.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to use and care for engineering and drafting instruments and equipment.
- Ability to prepare reports encompassing raw technical data and make effective cost estimates and recommendations.
- Ability to establish and maintain cooperative working relationships with others.
- Ability to effectively organize workload.
- Ability to perform design engineering, prepare plans, drawings, specifications, diagrams, and sketches pertaining to public works construction and development projects.

**EDUCATION AND EXPERIENCE REQUIRED:**

- Bachelor's Degree in Engineering or related field.
- Five (5) years of work experience in Engineering field.
- Professional Engineer (P.E.) License required.
- Any equivalent combination of education and experience

**ADDITIONAL REQUIREMENTS:**

- Must possess a valid Mississippi Driver's License before employment and maintain licensure for duration of employment in this position.

**SALARY RANGE:** \$70,000. - \$80,000 annually

**PHYSICAL REQUIREMENTS:**

*The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

	YES	NO
Work involves lifting, pushing, pulling or carrying 40 pounds or more		✓
Work involves the operation of earth-moving equipment or commercial motor vehicles		✓
Work involves the operation of non-commercial motor vehicles		✓
Work involves the operation of tools such as axes, shovels, sling blades, etc.		✓
Work involves the operation of motorized equipment such as chain saws, power saws, jackhammers, lawn mowers, tractor		✓
Work involves climbing or running		✓
Work involves stooping, bending, twisting, or reaching out in unusual positions		✓
Works above ground or floor level, such as on stools or ladders		✓
Works in a relatively high average temperature over a long period of time		✓
Work involves considerable physical exertion of the whole body over a long period of time		✓
Work requires near vision (20 inches or less)	✓	
Work requires distance vision (20 feet or more)	✓	
Work involves the detection of color differences	✓	
Work involves determination of the correct location of a sound, such as footsteps		✓
Work involves hearing and understanding conversation or sounds	✓	

**WORK ENVIRONMENT:**

*The environmental conditions marked below are common to this job:*

	YES	NO
Outdoor Weather Conditions	✓	
Wet, Humid Conditions (non-weather)		✓
Work Near Moving Mechanical Parts		✓
Work in High, Precarious Places		✓
Fumes or Dust		✓
Toxic or Caustic Chemicals		✓
Extreme Heat (non-weather over 90° F.)		✓
Low Noise (e.g., business office)	✓	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)	✓	
Loud Noise (e.g., jackhammer, heavy motorized equipment)		✓

***\*This is an acknowledgement that I have read and understand this job description:***

***Signature:*** \_\_\_\_\_

***Date:*** \_\_\_\_\_