



Cuyahoga County  
Together We Thrive

## Cuyahoga County's Department of Public Works Now Hiring: **County Engineer / Design & Construction Administrator**

**Requirements:** Bachelor's degree in Civil Engineering, Public Administration or related field; Master's degree preferred; with a minimum of ten (10) years' experience in project Design and/or Construction Administration. Requires registration as a Professional Engineer with the State of Ohio and Registration as a Professional Surveyor with the State of Ohio. Valid driver's license.

**Job Responsibilities:** Oversees design and construction administration/ observation activities of Public Works staff; supervises, directs, and evaluates assigned staff; develops employee work schedules; organizes, prioritizes, and assigns work; that subordinates have proper resources needed to complete assigned work; monitors status of work/projects in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; processes employee concerns and problems; completes employee performance appraisals; directs work; and trains staff in operations, policies, and procedures.

Facilitates project development and administration; coordinates with other divisions to provide design and construction services to infrastructure managed by Department of Public Works; maintains collaborative relationships; provides technical assistance and direction to other County departments; reviews construction documentation to ensure integrity of design standards, contractual obligations, and goals of proposed improvement are realized in a cost efficient manner; defines project scope; manages project plan, design, and construction; administers project budget; administers project schedule.

Assists with development and implementation of department goals; creates, updates, and modifies policies, procedures, and work/project standards; establishes and monitors performance goals for Design and Construction Division.

Analyzes, develops and evaluates programs, procedures and policies and makes recommendations to Director of Public Works; updates and modifies policies, procedures, and work/project standards; serves as active member of Department's consultant selection committee. Administers a variety of labor contracts; participates in union negotiations and labor management meetings; responsible for department adherence to multiple collective bargaining agreements.

Represents Public Works Department for a variety of committees and boards; meets alone, or with Director, officials, consultants, contractors, and other agencies to discuss proposed and/or active projects to resolve problems, discuss plan development, construction details and other issues.

*Interested applicants please apply at:*

<https://www.cuyahogacounty.us/human-resources>

or e-mail [jmcnulty@cuyahogacounty.us](mailto:jmcnulty@cuyahogacounty.us) for more information