

**Clinton County, Iowa
Job Description**

Clinton County Secondary Roads

Job Title:	Assistant County Engineer	Job Code: N/A
Department:	Clinton County Secondary Roads	Pay Grade: N/A
Reports to:	County Engineer	FLSA: Exempt
Salary Range	\$65,000-\$95,000	

SUMMARY:

Under the general supervision of the County Engineer, the Assistant County engineer will plan, design and implement construction projects to meet applicable specifications and maintain Secondary Road System. Provide direction, engineering judgment and supervision for maintenance staff and engineering department personnel. Perform administrative and management related tasks as required.

Essential Job Duties and Responsibilities:

- Provide direction, leadership, and engineering expertise to engineering staff and maintenance crew staff on all projects as necessary.
- Read and disseminate training manuals, IDOT standards and specifications, and other pertinent documents to engineering department staff. Ensure all IDOT manuals, standards and County IM's manuals are up-to-date.
- Prepare and complete documentation of inspection procedures for construction projects to ensure compliance with Federal, State and local requirements.
- Prepare pay estimates, resolve disputes and monitor the progress of contracted work to ensure timely completion and compliance with Federal, State and local requirements.
- Design and/or provide supervision of the design process for construction and maintenance projects including: road resurfacing, bridges, drainage, paving, grading and other miscellaneous maintenance projects.
- Promptly address resident complaints, questions and concerns. Document answer or any other response provided to residents.
- Meet with county engineer on a regular basis to exchange information and discuss current/future maintenance and construction projects.
- Perform duties and functions of the county engineer in his/her absence or as directed.
- Attend and/or participate in seminars, conferences, and meetings to exchange information related to professional development and seek new means and methods to benefit the county.

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- Prepare bidding documents for maintenance and construction projects including necessary project documentation and purchasing of required ROW.
- Assist the engineer with the preparation of the Construction Program, Budget, and Annual Report.
- Maintain organized files and records of project work, survey monument information, equipment inventory, annual quote and letting information, correspondence, and other required documentation per Iowa Code.
- Prepare resolutions and motions for Board of Supervisors approval.
- Organize, schedule, direct and supervise the work of the survey crew in order to obtain necessary information for design.
- Ability to analyze and interpret complex regulations and information to design implement and complete construction and maintenance projects.
- Ability to organize and schedule the work of others to meet project deadlines.
- Possess effective communication and negotiation skills.
- Possess demonstrated knowledge of engineering concepts, design practices, survey equipment, computer aided drafting and project management.
- Ability to provide work direction, leadership, and coaching to engineering department staff and maintenance crew as required.
- Ability to maintain and foster excellent public relations with county residents and outside contractors/vendors.
- Create and maintain an efficient and enjoyable work environment. Treat secondary roads department staff with honesty, respect and professionalism.
- Ability to perform self-evaluation of his/her strengths and weaknesses (including performance evaluation input) and use this information to seek out ways for continuous improvements
- Other job related tasks as required or assigned.

Minimum Qualifications Requirements - (Education and Experience):

- Possess Bachelor of Science Degree in Civil Engineering.
- Successfully complete orientation.

Minimum Qualifications –

Knowledge

- **Law and Government** - Knowledge of applicable local State and Federal laws, codes, regulations, and ordinances. NBIS regulations and guidelines, OSHA standards and Regulations, Iowa DOT specifications and design aids
- **Safety and Security** - Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security for roadways,

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bridges, and employee/public safety. Have knowledge of and enforce, OSHA standards and regulations, workplace safety policies, procedures, and practices.

- **Customer and Personnel Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Ability to tactfully handle tough customer and personnel situations.
- **English Language** - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Psychology** - Knowledge of human behavior and performance; individual differences in ability, personality and the ability to manage tough situations.
- **Clerical** - Knowledge of administrative and clerical procedures and systems such as word processing, managing files, spreadsheets, pivot tables, and records. Ability to type reports in a timely fashion.
- **Engineering** - Knowledge of Civil Engineering and surveying concepts and practices. Knowledge of project management principles, methods, and practices.
- **Construction**-Knowledge of Engineering and construction tools, methods, materials, and equipment.

Job Skills

- **Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Complex Problem Solving** - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions. Conducting thorough inspections to identify compliance and safety issues.
- **Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Social Perceptiveness** - Being aware of others' reactions and understanding why they react as they do. Ability to establish and maintain cooperative working relationships
- **Speaking** - Talking to others to convey information effectively. Ability to talk to small groups to convey information or teach staff.
- **Reading Comprehension** - Understanding written sentences and paragraphs in work related documents. Reading and accurately interpreting blueprints, maps, and engineering drawings.
- **Writing** - Communicating effectively in writing as appropriate for the needs of the audience. Writing grants when needed.
- **Judgment and Decision Making** - Considering the relative costs and benefits of potential actions to choose the most appropriate action.
- **Monitoring** - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Managing**- Providing effective supervision, leadership, and direction to assigned staff.
- **Budgeting**-Managing department-wide expenditures
- **Mathematics**-Computing complex calculations for accurate engineering needs.

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- **Software/Computer**-Operating a computer including standard software and specialized engineering and design software.

Job Abilities

- **Inductive Reasoning** - The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Deductive Reasoning** - The ability to apply general rules to specific problems to produce answers that make sense.
- **Oral Comprehension** - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Speech Clarity** - The ability to speak clearly so others can understand you.
- **Problem Sensitivity** - The ability to tell when something is wrong or is likely to go wrong.
- **Problem Solving**- The ability to identify and collect the information needed to solve a problem and find the solution.
- **Oral Expression** - The ability to communicate information and ideas in speaking so others will understand.
- **Written Comprehension** - The ability to read and understand information and ideas presented in writing.
- **Speech Recognition** - The ability to identify and understand the speech of another person.
- **Observation Abilities** - The ability to see details at close range (within a few feet of the observer). Ability to see both the obvious and also the obscure.
- **Written Expression** - The ability to communicate information and ideas in writing so others will understand.
- **Information Ordering** - The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Category Flexibility** - The ability to generate or use different sets of rules for combining or grouping things in different ways.

Tools and Technology

- Various construction tools
- Surveying equipment
- Civil design software
- Digital video cameras, surveillance, and audio recorders
- Equipment issued for self and public protection
- Ability to Drive car to training
- Email software
- Web browser software
- Microsoft Office software
- Cellular phone

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Work Environment:

- Performance of duties may result in exposure to varied weather conditions although the majority of the duties are performed indoors.
- A high degree of mental exertion is associated with performing calculations and analysis of information.
- May be exposed to dangerous tools, equipment, and machinery.
- Could be exposed to hazards associated with traffic, extreme weather conditions, and hazardous chemicals.

Physical Demands:

- Sitting/Standing: Remaining in the seated position or on one's feet in an upright position for long periods of time.
- Walking: Frequently.
- Lifting: Occasionally raising or lowering an object from one level to another (includes upward pulling) up to 20-50 lbs.
- Carrying: Occasionally transporting an object, usually holding it in the hands or arms, or on the shoulder. Ability to carry them up to 200 feet.
- Fingering/Handling: Frequently seizing, holding, grasping, turning, picking, pinching, or otherwise working with hand, hands, or fingers (e.g. operating a computer and other office machinery, preparing written materials, and working with various tools.
- Talking: Frequently expressing or exchanging ideas by means of the spoken word to impart oral information to others, including members of the public, and to convey detailed spoken instructions to others accurately.
- Hearing: Frequently communicating with others, including members of the public. Must be able to interpret questions and exchange accurate information in these situations. For safety, must be able to hear back up warnings for large construction vehicles.
- Vision: The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; viewing a computer terminal; extensive reading; and determining the accuracy, neatness, and thoroughness of the work performed. Some tasks require the ability to perceive and discriminate small details for construction inspections.
- Climbing, Balancing, Stooping, Kneeling, Crouching or Crawling – Occasionally. Frequency dependent upon inspection type and volume.
- Operation of Vehicle: required to be able to legally operate a vehicle during both the day and night, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
- Mental: Ability to endure and appropriately react to confrontation from the public and staff. Ability to handle the pressure/stress of mental exertion associated with performing calculations and analysis of information.

Certificates, Licenses, Registrations:

- Must possess a valid state driver's license.

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NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as directed to meet the ongoing needs of the organization.

I have received a copy of the Assistant County Engineer Job description

Employee Name Written: _____

Employee Signature: _____

Date: _____