

**Adams County
Corning, Iowa
Position Description**

Job title	County Engineer	Reports to: <i>Board of Supervisors</i>	FLSA category: Exempt
------------------	-----------------	--	-----------------------

Job purpose

Under administrative direction from the Board of Supervisors, plans, coordinates, allocates and supervises the construction and maintenance work on the County's secondary road system; performs related work as required.

Duties and responsibilities

The following duties are normal for this position. These duties are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Plans, coordinates, allocates and supervises the engineering and construction assignments associated with the maintenance and repair of the County's secondary road system.
- Establishes departmental personnel policies; interviews and hires highway engineering and construction personnel; plans, schedules and assigns work; instructs and trains in correct methods; check and approves work; reviews and evaluates employee performance.
- Supervises and monitors the design, planning and prioritization of all road, bridge and culvert work.
- Supervises and inspects all construction and maintenance projects to ensure quality and timely performance.
- Keeps the Board of Supervisors informed about new state and federal imposed regulations effecting the operation of the department; in consultation with the Board, prepares the annual road construction program and establishes long range priorities for the five year plan; prepares specifications, secures bids for and recommends equipment purchases to the Board.
- Meets with the public to respond to questions and resolve problems concerning the County's highway system; performs public relations work within the community and state.
- Prepares annual budget and administers the funds for the highway department; makes applications for funding outside standard allocations of highway funds.
- Prepares plans, estimates and letting for highway construction projects.
- Coordinates construction projects between the county and public or private agencies.
- Performs other related duties as required.

Qualifications

Bachelor of Science degree (B.S.) in Civil Engineering from an accredited four year college or university. Four years as an Engineer-in-Training and two years additional engineering experience or an equivalent combination of education and experience.

Knowledge, Skills and Abilities

Knowledge of civil engineering practices, as well as methods, materials and equipment used in road, bridge and culvert maintenance and construction. Ability to apply government procedures regarding funding, design and approvals related to the county road system. Ability to manage and supervise staff, utilizing current principles and techniques in the planning, assignment and direction of the work of subordinates. Solid computer skills are required to navigate multiple software processes and platforms as well as office equipment. Ability to communicate clearly and effectively, both orally and in writing. Establish and maintain an effective working relationship with department personnel, other governmental agencies, contractors and the public.

Certifications

Professional Engineer in the State of Iowa
Valid Driver's License and insurable under the County insurance policy.

Working conditions

Must be able to remain stationary for 50% of time as well as the need to occasionally move about inside the office to access file cabinets, office machinery and other similar office equipment. Occasionally ascends/descends and traverses uneven ground when monitoring a job site while exposed to weather conditions. Occasionally working time may require irregular hours.

Physical requirements

Occasionally moves light articles weighing up to 20 pounds. Must be able to inspect maps and drawings at a close range to determine markings on such. Drives extensively, Iowa driver's license required.

Direct reports

Directly supervises two (2) positions in the Secondary Roads Department: Secondary Roads Office Manager and Maintenance Supervisor and indirectly supervises five (5) additional positions within the department: Maintenance I, Maintenance II, Foreman, Mechanic, Sign.

Approved by:	<i>Edmund Rike</i>
Date approved:	<i>10-24-2017</i>
Reviewed:	