

**JOB DESCRIPTION
FOR
MONROE COUNTY, IOWA**

JOB CLASS: Assistant to the Engineer

FLSA STATUS: Non-Exempt

REPORTS TO: County Engineer

APPROVED BY: County Engineer

ORGANIZATIONAL UNIT: Secondary Roads Dept

PRIMARY FUNCTION: The primary purpose for this position under general supervision is to apply professional knowledge of engineering principles and practices; directs planning, designing, drafting, and inspection of county road projects; assists in long range planning; assists Secondary Road Superintendent, supervises and directs engineering staff in the County Engineer's absence.

RESPONSIBILITIES AND DUTIES:

- Supervises the construction, inspection, estimating, and administration of bridge and culvert, asphalt and concrete paving, road grading, for contract, force account, and other related projects.
- Performs or supervises the performance of lab and field tests on materials used on construction projects.
- Prepares and/or provides input to the County Engineer for the preparation of reports and documentation related to department operations as required by local, state, and federal regulations, permits and clearances.
- Prepares or supervises pay estimates, resolves disputes and monitors the progress of all contracted work to ensure timely completion and compliance with Federal, State and local standards.
- Prepares or supervises bidding and letting documents for construction and maintenance projects.
- Performs bridge inspections and prepares reports, or reviews work completed by others.
- Maintains FHWA, IDOT and county ratings and inventories of structures and pavements.
- Assists in conducting pre-construction meetings.
- Contacts land owners and assists the County Engineer in the review and acquisition of right-of-way.
- Provides support and expertise to engineering and maintenance department as assigned by Engineer.

The above statements are intended to describe the general nature and level of work performed by people assigned to this job classification. They are not intended to be an exhaustive list of all responsibilities and duties required of people assigned to this job classification.

- Coordinates staff certification training; reads and disseminates training manuals, IDOT specifications/special provisions, and other bulletins and documents to appropriate staff.
- Ensures that all manuals and standards are kept up to date.
- Assists Secondary Roads Superintendent in absence of County Engineer.
- Assists in the preparation of the construction program and budget.
- Implements safety policies and procedures to ensure compliance.
- Performs housekeeping and vehicle maintenance activities as required.
- Performs other duties as directed by the Engineer.

QUALIFICATIONS: to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and/or ability desired. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Completion of High School, or G.E.D. equivalent. Graduation from an accredited school with a two-year associate degree in the engineering technician field and experience in planning, programming, designing and administration of municipal construction projects or county related engineering is desired. Thorough knowledge and experience in AutoCAD (or similar software), hydraulics and hydrologic software programs and related engineering software programs, spreadsheets and databases are desired. Ability to analyze and interpret complex rules and information to design and implement construction projects. Thorough knowledge of surveying, land rights and legal descriptions is desired. Familiarity with IDOT and federal regulations regarding construction and secondary road maintenance activities is desired.

Thorough knowledge of and the ability to operate assigned vehicles and equipment in a safe manner according to public traffic laws and regulations. Good knowledge of occupational hazards and the safety precautions necessary for the proper operation and use of assigned vehicles, equipment, tools and materials. Good knowledge of techniques utilized in shaping road surfaces as well as maintaining roadside ditches. Thorough knowledge of construction practices utilized in the building and maintaining of roads and drainage structures.

LANGUAGE SKILLS: Ability to read, analyze and correctly interpret detailed specifications, design details, standards and design memorandums. Ability to read, analyze and correctly interpret maps, maintenance manuals and similar type documents. Ability to effectively write detailed work reports, maintain log books, inspection reports and accurately document facts. Ability to establish and maintain effective working relationships with fellow employees,

The above statements are intended to describe the general nature and level of work performed by people assigned to this job classification. They are not intended to be an exhaustive list of all responsibilities and duties required of people assigned to this job classification.

supervisors and the general public.

MATHEMATICAL SKILLS: Ability to accurately perform complex mathematical calculations required in surveying, design and construction. Ability to effectively operate personnel computer and detailed engineering programs. Ability to understand budgeting and capital improvement financing.

REASONING ABILITY: Ability to read and correctly interpret complex documents including specifications, design details, standards and design memorandums, and Federal and State Regulatory programs and rules. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to apply safety practices and procedures to all situations. Ability to effectively provide work direction to assigned staff, leadership and advice as required.

CERTIFICATES, LICENSES, REGISTRATIONS: Must maintain a valid State of Iowa Drivers License. Ability to obtain and maintain Iowa DOT certifications in physical testing, aggregates, plant inspections, A.C.C., and P.C.C. along with other required certifications.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, see and use hands and legs to climb, stoop, kneel, crouch, sit, operate motor vehicles and other equipment, perform sensitive operations with specialized survey and related equipment, exit and enter the vehicles throughout the day, and perform work functions in office and construction environments. The employee is periodically required to perform regular vehicle maintenance activities and non-scheduled work requiring the ability to exert or lift 50 to 100 lbs. The employee is periodically required to use hand tools to perform maintenance activities. The employee is periodically required to be available during adverse weather conditions and nonstandard hours.

ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

The work environment will fluctuate with the weather conditions throughout the year. The

The above statements are intended to describe the general nature and level of work performed by people assigned to this job classification. They are not intended to be an exhaustive list of all responsibilities and duties required of people assigned to this job classification.

employee may be subjected to extreme conditions for short periods of time. The employee may be subjected to working in road construction and maintenance activity environments with periodic high noise levels, dusty conditions and hazardous conditions. The employee may be subjected to extended periods of working independently or with a group.

May Assist the Maintenance Department with projects when required by the County Engineer.

May serve as Maintenance Supervisor if assigned during absence of Maintenance Superintendent.

Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their Supervisor.

This position is subject to passing a pre-employment physical, criminal background check, and drug/alcohol testing. It is the policy of Monroe County to provide equal employment opportunities to all qualified persons without regard to race, color, religion, sex, national origin, physical or mental disabilities, marital status, veteran status, or any other status protected by law and as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259). Interested applicants claiming Veterans Preference pursuant to Iowa Code Section 35C.1 must submit supporting documents with your application package to verify your preference claim. It is Monroe County's intent and desire that equal employment opportunities will be provided in employment, recruitment and selection. Disabled applicants who need accommodations to make application for this position should make their needs known to us.

The above statements are intended to describe the general nature and level of work performed by people assigned to this job classification. They are not intended to be an exhaustive list of all responsibilities and duties required of people assigned to this job classification.