

## **PUBLIC NOTICE**

### **The Jackson County Human Resource Office is accepting Applications for a County Engineer**

The Jackson County Board of Supervisors are seeking applicants to fill the position of County Engineer. This position requires a four-year degree in civil engineering or related field and professional registered engineering license under the laws of the state of Iowa. Interested applicants must possess and maintain valid driver's license.

The County Engineer is responsible to plan, coordinate, assign and supervise the engineering and construction assignments associated with the maintenance and repair of the County's secondary road system. The engineer will prepare and let contract documents for projects, present an annual budget and a five-year construction program identifying future road improvement projects. The ability to establish and maintain an effective working relationship with department personnel, other government agencies, other county departments, contractors, and the public is essential. Previous experience as a county engineer or assistant in Iowa is preferred.

**Jackson County offers an excellent benefit package including health insurance, IPERS, and paid time off.**

Applications and a detailed job description are available at [www.jacksoncounty.iowa.gov](http://www.jacksoncounty.iowa.gov)

**Interested applicants should forward formal application, resume with cover letter and salary requirements to:**

Becki Chapin, Human Resource Administrator  
201 W. Platt Street  
Maquoketa, IA 52060  
or email to [bchapin@jacksoncounty.iowa.gov](mailto:bchapin@jacksoncounty.iowa.gov)

Reference check and successful completion of a post-offer pre-employment physical and background check will be required. Applications will be accepted until position is filled.

Jackson County is an Equal Employment Opportunity Employer

#### **POSITION SUMMARY**

Under the direction of the County Board of Supervisors, is responsible for planning, coordinating and supervising the construction, maintenance and engineering projects of the County secondary road system.

#### **ESSENTIAL FUNCTIONS**

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and

prepared to begin work at their assigned work location on the specified days and hours, regular attendance is an essential function.

Essential duties and responsibilities may include, but are not limited to, the following:

Plans, coordinates, assigns and supervises the engineering and construction assignments associated with the maintenance and repair of the County's secondary road system.

Develops and presents annual department budget and programs, reviews expenditures and makes recommendations to meet departmental needs, administers the funds for the secondary road system in accordance with the Iowa Department of Transportation specifications; makes applications for funding outside standard allocations of highway funds.

Supervises and inspects all construction and maintenance projects to ensure quality and timely performance; supervises and monitors the design, planning and prioritization of all road, bridge and culvert work. Provides short- and long-range planning for construction and maintenance projects by analyzing road deficiencies.

Prepares plans, estimates and advertises letting information for highway construction projects.

Coordinates construction projects between the county and public or private agencies.

Analyze reports, maps, blueprints, test and aerial photographs on soil composition, terrain, hydrology and other topographical and geologic data to plan and design projects.

Provides direction and management of field activities to ensure timely completion and optimum level of service to the public.

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.

Respond to citizen inquiries and requests; provides feedback and follows up with County residents to ensure concerns are professionally, accurately and adequately addressed; performs public relations work within the community and state.

Attends and participates in various meetings, organizations, and continuing educations sessions to maintain all required licenses and certifications and stay abreast of industry trends and changes.

Interviews and recommends for hire all Secondary Road positions, reviews and evaluates employee performance.

Administers collective bargaining agreements and personnel policies in a fair and consistent manner to ensure compliance and achieve productivity and motivation of employees; establishes departmental specific personnel policies.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS:**

### **Education and Experience:**

Bachelor of Science degree (B.S.) in Civil Engineering from an accredited four-year college or university.  
Four (4) years-experience in highway engineering work with a minimum two (2) years in a supervisory role.

### **Licenses and Certifications:**

Must be a licensed Professional Engineer (PE) under the laws of the State of Iowa.  
Valid Driver's License and insurable under the County insurance policy.

### **Knowledge, Skills, and Abilities:**

Knowledge of:

- Applicable local, State, and Federal laws, codes, regulations, and ordinances, including Iowa DOT specifications and OSHA standards.
- Civil Engineering practices.
- Methods, techniques, practices, materials and equipment used in road, bridge and culvert maintenance and construction.
- Government procedures regarding funding, design and approvals.
- Management and supervisory principles and techniques.
- Must have considerable knowledge of AutoCad 3-D and Microsoft Office.

Ability to:

- Plan, assign, and direct the work of subordinates.
- Communicate clearly and effectively, both orally and in writing.
- Establish and maintain an effective working relationship with department personnel, other government agencies, contractors and the public.

Skill in:

- Operating a computer including standard software and specialized software.
- Conducting thorough inspections to identify compliance and safety issues.
- Developing and managing budgets.
- Reading and accurately interpreting blueprints, maps, and engineering drawings.
- Providing effective supervision, leadership, and direction to assigned staff.
- Establishing and maintaining cooperative working relationships.
- Communicating effectively verbally and in writing.

### **Physical Demands and Working Environment:**

Mental/visual effort required due to sustained periods of concentration necessary for the design and layout of a project and the constant breaks in concentration associated with answering phones or speaking in person to citizens or staff requiring assistance.

Moderate mobility: duties are usually performed by combinations of sitting, standing, and walking on a frequent change basis. Physical ability to traverse uneven terrain.

Carrying, pushing and/or pulling objects weighing up to 50 pounds.

Good vision is required, either uncorrected or corrected through the use of lenses.

Work is performed in a standard office environment as well as out in the field. Position requires exposure to dangerous tools, equipment, and machinery, hazards associated with traffic, extreme weather conditions, potential physical harm, and hazardous chemicals.