

## **PUBLIC NOTICE**

The Jackson County Human Resource Office is accepting  
Applications for an Assistant County Engineer

**Salary range: \$70,000 - \$100,000**

Based on qualifications and experience

This position involves assisting the County Engineer in performing professional engineering duties including surveying, planning, design, maintenance, and construction inspection of secondary road projects.

Successful candidates must have a four-year degree in Civil Engineering and possess knowledge and/or experience in the planning, designing and execution of road, bridge and drainage maintenance and construction projects. Licensed as a professional engineer (PE) in Civil Engineering in Iowa is desired.

Applicants shall have, or be able to obtain, Iowa DOT certifications in Level I HMA, Level I PCC, and Aggregate Technician inspection, have knowledge and experience with AutoCAD, MS-Office and modern surveying equipment. Effective written and oral communication skills are a requirement of this position, along with the ability to establish working relationships and convey information with co-workers, contractors, officials, and the public.

**This is a full-time position with an excellent benefit package that includes IPERS retirement, health, dental, vision 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)

Candidates must possess valid State of Iowa driver's license. 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 Opportunity Employer

### **PURPOSE OF POSITION**

Under direction of the County Engineer, perform professional engineering duties in the surveying, planning, designing, drafting and inspecting of departmental projects; acts as the assistant to the County Engineer, performs related work as required.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.*

Supervises design and assists in the designing and drafting of culvert, grading, bridge and paving projects.

Inspects construction projects in progress, supervises and assists surveying crews; prepares cost estimates on planned projects in preparation of bid letting.

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 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.

Prepare bidding and letting documents for maintenance and construction projects including necessary project documentation and purchasing of required right-of-way.

Assist the County 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 to obtain necessary information for design.

Other job-related tasks as required or assigned.

### **Materials and Equipment:**

Surveying equipment, material testing equipment (HMA/PCC), CAD programs for construction of road and bridge projects, general office equipment including computer and associated programs.

### **MINIMUM QUALIFICATIONS REQUIRED**

#### **Education and Experience:**

Possess Bachelor's degree in Civil or Structural Engineering. Professional Engineer's License a plus but not required.

#### **Licenses and Certifications:**

Have passed the Fundamentals of Engineering Exam. Certifications from Iowa DOT for Aggregate, HMA and PCC inspections. Comply with state and federal licensure requirements and/or certifications for bridge inspections.

Valid Driver's License and insurable under the County insurance policy.

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

- Ability to plan, organize, assign and supervise the work of engineering technicians and maintenance workers
- Ability to understand and implement technical instructions
- Ability to perform complex drafting and engineering design work
- 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 improvement.
- Experience with Iowa Department of Transportation (IDOT) projects and procedures
- Methods, techniques, practices, materials and equipment used in road, bridge and culvert maintenance and construction.

- Knowledge of AASHTO LRFD bridge design code • Iowa PE a plus but not required •
- Experience with MicroStation and/AutoCAD.
- Structural design and detailing for bridge, building • Periodic on-site construction observation.
- Experience with hydraulic design for bridges and roadway design

**Physical and Mental Abilities:**

Incumbent frequently stands, sits or climbs for long periods of time. Job duties require frequent bending, turning and reaching above head. Job duties occasionally require light lifting and lowering objects weighing up to 25 pounds and pushing, pulling or carrying them up to 200 feet. Incumbent may be required to climb a ladder to a height of 10 feet.

**Working Conditions:**

Performance of duties may result in exposure to varied weather conditions although the majority of the duties are performed indoors, must have the ability to withstand extreme temperatures.

All with or without reasonable accommodation.