

Wayne County
Employer's Job Description
(Revised 2018)

Name: _____	Department: Secondary Roads
Position Title: County Engineer	Pay Grade: Employment Contract
Status: Salaried / Exempt	Reports To: Board of Supervisors

Primary Purpose for Position

Under administrative direction, manages Wayne County Secondary Roads Department; plans, organizes, directs, and coordinates the activities of professional, supervisory, administrative support, and semi-skilled/skilled employees involved in the administration, planning, maintenance, design, and construction of county roads and right-of-ways

Essential Duties and Responsibilities

The following are primary duties for this position. These job duties are not to be construed as exclusive, or a specific list, and other duties may be required and assigned by the Board of Supervisors.

1. Plans, organizes, directs, and coordinates administrative, maintenance, design and construction, and special projects for the Secondary Roads Department.
2. Implements human resources policies and practices to attract, retain, and motivate staff; acts as a county representative in the meet-and-confer process with specified secondary road employees.
3. Coordinates county engineer functions with other county departments; develops department goals and objectives, policies and procedures, methods and standards, and improvements to enhance effectiveness and efficiency.
4. Develops and implements approved 5-year construction program and annual county and Iowa DOT budgets; ensures effective, efficient utilization of various budget funds such as state and federal moneys available for specific applications; prepares and submits reports to the Board and DOT documenting project status, progress, and goal achievement.
5. Conducts staff meetings with immediate subordinates; guides and coordinates the development of project plans; provides direction in the implementation and communication or personnel decisions.
6. Meets with the Board, discusses issues such as road projects, and recommends alternative solutions to problems; provides feedback to the Board and the public on matters such as relevant state and federal legislation which impact county road projects.
7. Recommends an annual department budget to the Board; administers approved budget and monitors actual expense vs. budget.
8. Delegates responsibility and directs subordinate staff in areas such as:
 - Conducting periodic inspections of roads, bridges, access ways.
 - Constructing, maintaining and repairing roads, bridges, and right-of-ways; scheduling projects such as resurfacing, patching, reconstruction, modification, replacement, and repair.
 - Removal of snow from county roads; scheduling plowing, sanding, and removal equipment; authorizing call-in of seasonal workers to assist with emergency operations.
 - Developing specifications and recommending purchase of equipment and materials; ensuring that purchases such as parts, equipment repairs, and materials are in the county's best interest.
 - Erecting, replacing and repairing road signs.
 - Maintaining, repairing, and overhauling equipment, trucks and related machinery.
 - Maintaining and repairing drainage district facilities

Additional Tasks and Responsibilities

- Approves driveway access permits
- Develops designs for culvert repairs
- Monitors contractor's performance
- Evaluates new equipment

Minimum Training and Experience Required to Perform Essential Job Functions

High school graduation and a job-related bachelor's degree in engineering (such as civil engineering). Necessary special requirement(s); licensed professional engineer (PE). Possession of a valid Iowa driver's license and provide proof of insurance. Required to maintain a certified PE with PDH's. Five (5) years professional engineering experience with an extensive background in people management, budgeting, and public relations. Knowledge of equipment is beneficial.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to decide the time, place and sequence of operations within an organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria, in order to determine consequences and to identify and select alternatives.
- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory and design data and information such as budgets, billing statements, project plans and drawings, inspection reports, DOT directives, long-range construction program, policy manuals, instructional memos, design guidelines, Code of Iowa, traffic sign manuals, accounting methods, engineering manuals and educational curricula.
- Ability to communicate orally and in writing with County Board Supervisors, Iowa DOT, attorneys, other engineers, contractors, consultant and vendor representatives.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Mathematical Ability

- Ability to apply algebraic and trigonometric formulas. Ability to interpret inferential statistical reports and/or formulation and equation data.

Physical Requirements

- Ability to operate equipment and machinery with some requiring complex and rapid adjustments, such as motor vehicle, transit/level, calculator, telephone and two-way radio.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly-skilled movements such as operating a transit.
- Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds and textures associated with job-related objects, materials and tasks.

Environmental Conditions

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as temperature variations or extremes, odors, toxic agents, noise, wetness, machinery, disease and/or dust may cause discomfort and poses some risk of injury.

Compliance

- Compliance with the employee handbook, county policies, department work rules, Board directives, and the terms of the collective bargaining agreement are required.

Wayne County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Acknowledge

The undersigned employee hereby acknowledges receipt of this Job Description and requirements.

I hereby acknowledge and attest that I have read and understand the Job Description outline above and the required job functions. I further acknowledge and understand that this document is merely an outline of the job functions and that other job duties may be required in this position.

Engineer's Signature

Chair, Board of Supervisors

Date

Date