

Job Announcement
Coffee County Highway Department
Post Office Box 428, New Brockton, AL 36351

Job Title: Assistant County Engineer

Reports to: County Engineer

Salary: Based on Education and Experience

Hours: Full Time, 40 hours per week (or as required)

Job Open Date: June 11, 2018 until position is filled

Job Description:

The Assistant County Engineer assists the County Engineer with all functions and operations of the Highway and Engineering Departments with an emphasis on preliminary and construction engineering of road and bridge projects.

Administrative-Provides direction to engineering personnel to assign and delegate tasks for completion of projects. Prepares various reports, presentations, estimates, and bids. Communicates with the public, co-workers, other agencies, and public officials to discuss planning items, project status, and construction/maintenance issues.

Planning-Compiles data and prepares schedules and estimates for road and bridge projects. Compiles and reviews surveys/maps, traffic data, road/bridge ratings, public comments, estimates, environmental documents, economic development, and funding sources to determine project eligibility and priority.

Investigation/Analysis/Design-Investigates problems using engineering judgment to determine action needed. Inspects the County road and bridge system for needed maintenance improvements using engineering judgment. Prepares annual road ratings and submits to the county engineer. Reviews bridge inspections/ratings to ensure compliance with state and federal guidelines. Analyzes activities to determine efficiency and production related to established goals. Performs hydrology and hydraulic studies needed to determine sizes of drainage pipe, structures, and ditches. Designs drainage features/structures and roadways. Produces plans and drawings for road, bridge, and various public improvement projects.

Project Management-Manages and oversees the design and/or construction of road and bridge projects. Addresses technical questions from the public and officials relating to on-going projects. Ensures compliance with federal, state, and county regulations and policies. Attends scope of work reviews, hydraulic reviews, plan review meetings, bid openings, public meetings, and pre-construction meetings.

Plan/Document Review/Preparation-Reviews various plans and documents prepared by engineering and maintenance personnel to ensure compliance with regulations, policies, and procedures. Reviews and prepares daily activity reports, time sheets, vehicle/equipment inspections, accident reports to ensure timely completion and proper documentation. Prepares reports on projects and maintenance activities. Reviews technical specifications and makes necessary revisions.

Required Qualifications:

Bachelor's Degree in Civil Engineering from a Alabama Licensure for Professional Engineers Board approved university and two (2) years minimum experience in highway and bridge design, construction, or maintenance. Must have certification as an Engineer Intern or licensed as a Professional Engineer in Alabama. Must have a valid driver's license. Must possess an advanced knowledge of civil engineering principles and practices directly related to design, construction, and maintenance of highways and bridges; knowledge of complex mathematical principles in order to make various calculations; knowledge of proper design and construction techniques and procedures related to roads and bridges; knowledge of Alabama Department of Transportation policies and procedures for highway construction; knowledge of Federal, State, and local laws, regulations, rules, and policies relating to County projects; computer skills to utilize word processing, spreadsheet, database, and computer aided drafting software; ability to read, interpret, and comprehend plans, specifications, and technical manuals/drawings efficiently; ability to prepare technical documents and drawings in a timely, clear, and legible manner; ability to communicate effectively in writing and orally in a professional manner using technical language when necessary; ability to work outside in physically and environmentally demanding conditions. Must be available to work non-duty hours, weekends, and holidays as required; travel to attend meetings, training, and seminars.

To Apply:

Interested persons should apply through the employment link on Coffee County's website, www.coffeecounty.us

Coffee County is an equal Opportunity Employer