

## **POSITION INFORMATION**

**Job Title:** County Engineer

**Job Code:**

**Department:** Public Works

**FLSA Status:** Exempt

**Reports to:** County Commission

## **POSITION OVERVIEW**

Administrative and professional engineering work in directing the activities of the Engineering Department. Work includes responsibility for planning, organizing, coordinating, managing, and directing the activities of department, which includes engineering recommendations and design, street construction, maintenance and residential & commercial development approvals. Work is reviewed through conferences, reports, and evaluations of results obtained.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

(All duties listed may not be included in any one position nor does the list include all tasks found in a position of this class.)

Plans, directs, and coordinates the design and construction of construction and reconstruction of highways, streets, bridges, and related structures.

Plans, organizes and directs the activities, programs, goals and objectives of the department.

Reviews topography, housing development, road and bridge plans and makes recommended changes to developers.

Directs the development and administration for the construction, repair or maintenance of roads and bridges.

Works with contractors or consulting firms on special case studies relative to engineering projects.

Serves as floorplan administrator and as the designated responsible official to AGM permits.

Manages the GIS and surveying system and corresponding data along.

Appears before the County Commission as necessary and as directed by the Public Works Director.

Performs supervisory responsibilities in accordance with the County's policies and applicable laws; responsible for overall direction, coordination and evaluation of employees, including interviewing, hiring and training employees, planning, assigning and directing work, appraising performance, addressing complaints, and resolving problems.

Performs related work as required.

### **QUALIFICATIONS AND SKILLS REQUIRED**

#### **A. Education and Experience**

Bachelor's Degree in Civil Engineering from a four-year accredited college or university and ten years of related work experience.

#### **B. Knowledge, Skill, and Ability**

Thorough knowledge of the principles and practices of civil engineering. Thorough knowledge of construction and maintenance methods, materials and equipment as employed in a public works operation. Thorough knowledge of applicable laws and regulatory codes relevant to public works operations and procurements. Ability to organize, direct and coordinate the activities of the Department of Public Works. Ability to express facts and ideas clearly and concisely, orally and in writing. Ability to read, analyze and interpret engineering and business periodicals, professional journals, technical procedures and governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to elected officials and the public. Ability to define problems, collect data, establish facts and draw conclusions.

#### **C. Physical Requirements**

The person in this position needs to move about inside the office to access files, office machinery, etc. and perform in field inspections.

Must be able to observe their surroundings.

The person in this position frequently communicates in person, over email, and on the telephone with Elected Officials, contractors, consultants, employees, and the public.

#### **D. Certifications or Licenses Required**

Must be a licensed professional engineer in the State of Alabama. Valid Driver's License with an acceptable driving record to be insurable by the Madison County Commission's risk underwriters.

### **SALARY**

Depending on experience.

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## Full-Time Employee Benefits Summary

**Healthcare Insurance:** Blue Cross of Alabama administered through the Local Government Health Insurance Plan (LGHIP).

Coverage Type	Employee's Premium	County's Contribution
Single Coverage Bi-weekly Premium	\$ 46.00	\$ 179.00
Family Coverage Bi-weekly Premium	\$ 93.50	\$ 455.00

**Dental Coverage:** Dental coverage is included with LGHIP through Blue Cross and Blue Shield of Alabama. LGHIP manages dental costs and provides enhanced dental benefits using negotiated discounts with in-network dentists. To locate in-network dentists go to [www.bcbsal.com](http://www.bcbsal.com). Assuming the services are covered you will normally only be responsible for out of pocket.

**Life Insurance:** Madison County provides \$25,000 in life, \$25,000 in accidental death and dismemberment and \$25,000 line of duty insurance to eligible employees in certified positions.

**Employee Retirement Plans:** Employees are required to participate in the Employees Retirement System, which is administered through the **Retirement Systems of Alabama** (RSA). Employees participate at one of the following levels:

**Tier 1:** An employee who had service credit in RSA prior to January 1, 2013 and contribute at a level of 5% per pay period. \*The County contributes at a rate of 10.89%.

**Tier 2:** An employee who was hired on or after January 1, 2013 and contribute at a level of 6% per pay period. \*The County contributes at a rate of 8.42%.

\*Contribution percentage is set by the Retirement Systems of Alabama and changes annually.

**Employee Clinic:** Madison County employees and dependents over age 12 may use the Employee Health Clinic for the low co-pay of \$15.00 per visit. To be eligible to use the clinic, the employee and dependent must be enrolled in Madison County's health insurance plan as their primary coverage.

### **Voluntary Plans are also available:**

- \*Additional life Insurance for employee and dependents
- \*Flex spending accounts (healthcare and childcare)
- \*Vision insurance
- \*College Counts

### **Holidays, Annual Leave and Sick Leave:**

- \*Minimum of 10 holidays per calendar year
- \*Accrue 8 hours of annual leave and 8 hours of sick leave per month