

BUTLER COUNTY COMMISSION

Department: Road

Title: Assistant County Engineer

Reports To: County Engineer

General Description of Duties:

Manages and oversees the design and construction of contract road and bridge construction projects under the direction of the County Engineer; performs directly related work as required.

Distinguishing Features of the Class:

The principal function of an employee in this class is to manage and oversee the design and construction of County contract road and bridge construction projects under the direction of the County Engineer. The work is performed under the direction of the County Engineer, but considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over employees in the class of Engineering Aid I, II, and related support personnel. The nature of the work performed requires that an employee in this position establish and maintain effective working relationships with the County Engineer, other County representatives and personnel, Officials and personnel with the Alabama Department of Transportation, and the general public. The principal duties of this position are performed in a general office and an outdoor environment.

Examples of Essential Work:

- Manages and oversees the design and construction of contract road and bridge construction projects in the County under the direction of the County Engineer;
- Conducts route surveys for roadway alignments and right-of-ways;
- Utilizes computer programs to develop construction plans, maps, and other related drawings;
- Works with County road crews setting grades and supervising certain maintenance projects;
- Serves as supervisor of road crews for emergency on call groups;
- Performs various tasks associated with documenting work performed on State and Federal funded construction projects, including measuring and computing of pay items, and preparing estimates for contractors' pay;
- Maintains project files and diaries, including writing correspondence to State and contractor personnel;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principals, practices and new developments in assigned work areas;
- Perform other directly related duties consistent with the role and function of the position.

Required Knowledge, Skills and Abilities:

- Bachelor's Degree in Civil Engineering
- Alabama Certified Engineer Intern
- Valid Driver's License
- Substantial knowledge of the principles and practices of civil engineering and design, including the materials, methods, and practices of County public work construction;
- Substantial knowledge of Federal, State and County rules, regulations and codes relating to County projects;
- Substantial knowledge of construction law and bonding requirements;
- Substantial knowledge of measuring equipment and principles to establish lines and grades;
- Substantial knowledge of the survey practices and procedures;
- Ability to perform basic mathematical computations appropriate to assigned survey responsibilities;
- Ability to work outdoors in physically demanding conditions;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Computer skills including CAD software as well as other customized drafting/design and accounting software;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;

Preferred Experience and Training:

- Registered Professional Engineer with considerable experience in the maintenance and construction of public highways and bridges
- NBIS Certification in Bridge Inspection

Essential Physical Abilities:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodations, which permits the employee to efficiently monitor the maintenance and construction work performed on County roads and bridges;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a County vehicle and efficiently use related computerized equipment and manual drafting tools;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to visit proposed and on-site projects throughout the County.

Salary

Salary will be commensurate with experience or contractual with the Butler County Commission

Résumé should be forwarded to:

Butler County Engineer
108 Pettibone Road
Greenville, AL 36037

Attn: Dennis McCall, P.E.
Butler County Engineer

Phone: 334-382-3232

Email: dmccall@butlercoal.us