

CLEBURNE COUNTY OFFICE OF PERSONNEL

Is taking applications for the professional position of

Cleburne County Engineer

This is a full time classified position that includes
State Retirement and County Benefits

Salary is negotiable and dependant upon qualifications and candidate

Position reports to the Cleburne County Commission

Applications and job descriptions may be obtained at the Human Resources Office located at: the Cleburne County Mountain Center, 6751 Highway 78, Heflin, Alabama between the hours of 9 a.m. and 4:00 p.m. Monday through Friday until December 4th, 2015. Resumes may be attached to the application.

Job Responsibilities:

A full job description can be obtained by emailing swafford@cleburnecounty.us
or by visiting the County's website at www.cleburnecounty.us.

Job Qualifications:

Bachelor's Degree in Civil Engineering or related field required; six to nine years of experience in management and civil engineering or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Professional Engineer (P.E.) registration; possession of Land Surveying (L.S.) registration preferred.

The Cleburne County Commission
is an Equal Opportunity Employer.

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Job Title:	County Engineer
Department:	Engineering
Job Description Prepared:	October 2015
Reports to:	The Cleburne County Commission
Subordinate Staff:	Road Superintendent, Engineering Secretary, Assistant County Engineer, Shop Foreman, Bridge Inspector, Transportation Supervisor
Internal Contacts:	Probate Judge, County Administrator, County Finance Officer, Sheriff's Department, 911 Department, Personnel Office
External Contacts:	ALDOT, Consulting Engineers, Contractors, Vendors, General Public, Municipal Representatives, Civic Organizations, Utility Companies

Purpose of Classification

The purpose of this classification is to perform technical, professional, managerial and administrative work functions associated with county engineering functions.

Organizational Expectations

The County Commission has the following expectations of the County Engineer:

Conduct yourself a professional void of any personal bias or preferential treatment towards those you server or who serve you.

Be a strong and effective leader of the people who are assigned to your command. Demand, expect and accept no less.

Conduct yourself in a manner never to bring reproach upon the people you are hired to serve or the organization you represent.

Understand that just as the public is made up of many different and diverse types of people, so is the Commission. Differences in the Commission should be respected just as we respect differences in the public we serve.

Always be mindful that you are ultimately responsible for all aspects of your department's operations.

Be a responsible steward of public funds so they can provide the maximum benefit to the public we serve.

Be a team player. Work together with others to accomplish County goals

Be open to new ideas and innovations which could provide improved services to the public we serve.

Ensure policy level issues outside your span of authority are escalated to the Commission for formal determination of policy.

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Essential Functions

The following duties are normal for this position and do not supersede Cleburne County's Personnel Policy. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.

Interprets and enforces applicable laws, regulations and policies (e.g., subdivision regulations, flood zone regulations, subdivision regulations, logging permits, road/bridge weight regulations, etc.).

Oversees engineering work involving the location, design, construction and maintenance of county roads, bridges and drainage systems.

Oversees departmental computer system activities (including computer-aided design "CAD" system, process tracking system, and personal computer systems).

Keeps the Commissioners informed of requested and routine work being performed in their districts and countywide.

Provides timelines for all significant projects to the Commission periodically identifying estimated start times, significant milestones and estimated completion dates.

Gives timely notification to the Commission when timeline benchmarks change.

Prepares plans, specifications and cost estimates for county road and bridge construction; inspects county, state and federal road and bridge construction projects; monitors status of work in progress.

Coordinates availability of labor, materials and equipment needed for construction projects.

Assumes command of public works activities from the emergency operations center during times of emergency, impending, or actual disaster, Coordinates FEMA damage assessment and public assistance projects relating to the road infrastructure.

Reviews subdivision plats, site plans and related documentation; inspects subdivision construction for compliance with county subdivision regulations.

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Inspects county roads and bridges for possible weight limitations; submits information as needed to ALDOT to calculate legal/allowable weights on roads and bridges; establishes weight limits for bridges based on ALDOT determinations or physical limitations.

Performs field engineering and land surveys to obtain data for roads, bridges, center-lines, cross sections and right-of-ways.

Prepares technical studies and grant applications to obtain federal/state grants for county roads and bridges.

Represents the county in accident lawsuit defense cases; collects accident data and analyzes events; prepares accident investigation reports.

Administers/performs testing for quality control and quality assurance.

Complies fully with the Cleburne County Unit System Law.

Performs research functions as needed; gathers, collates and maintains information and statistics for use in planning departmental projects and activities.

Reviews/interprets maps, plats, site plans, blueprints, architectural drawings, and activities.

Prepares right-of-way, public land and topographical maps; prepares deeds and legal descriptions.

Prepares departmental budget; monitors expenditures; reviews/approves invoices and forwards for payment.

Prepares and/or generates routine correspondence, letters, memoranda, forms, reports, charts, graphs and other documents.

Receives various documentation; reviews, processes, responds, forwards, maintains, and/or takes other action as appropriate.

Acts as a liaison between the county, state and general public in matters pertaining to road and bridge construction.

Attends meetings as required.

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Answers the telephone; provides information, guidance and assistance; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary.

Responds to routine requests for information or assistance from employees, officials, the general public, or other individuals.

Uses knowledge of various software programs to operate a computer in an effective and efficient manner.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Additional Functions

May perform various work manual work functions associated with construction, maintenance and repair of county roads, bridges, and drainage systems.

Provides coordination and oversight of the County's ADEM landfill monitoring requirements.

Performs other related duties as required.

Minimum Qualifications

Bachelor's Degree in Civil Engineering or related field required; six to nine years of experience in management and civil engineering or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Professional Engineer (P.E.) registration; possession of Land Surveying (L.S.) registration preferred.

Knowledge, Skills and Abilities

Knowledge of principles and practices of civil engineering as related to the preparation of plans and specifications for a wide variety of public works projects.

Knowledge of land and engineering survey systems, methods and techniques.
Knowledge of construction materials.

Knowledge of transportation and traffic engineering.

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Knowledge of federal, state, and county laws, rules, regulations, and guidelines pertaining to civil engineering as needed to interpret materials, determine compliance, and formulate/implement programmatic procedures.

Knowledge of occupational hazard and safety issues related to engineering work.

Knowledge of public sector financial planning and management techniques to include operating and capital budgets, equity and efficiency in revenue and public service delivery systems, and intergovernmental grants.

Knowledge of budgetary process to include identifying funding sources, projecting and tracking expenditures, projecting and tracking revenues, and identifying alternative financial sources as needed to implement program (s) , relate program plans to budgetary needs, and contain costs.

Knowledge of the organization and functions of local government to include inventory control, personnel management, capital acquisition, etc. as needed to review programs, provide technical assistance, and ensure that various groups are following procedures.

Knowledge of local, state, and federal laws, regulations and procedures pertaining to employment to include hiring, discipline, termination, and employment discrimination as needed to supervise employees.

Ability to analyze problems to include reviewing all relevant information, identifying related items and issues, tracking events, interpreting data, and securing additional information.

Ability to balance competing interests and to make decisions which will benefit the county.

Ability to communicate ideas in writing to include organizing thoughts in logical manner, clarity, conciseness, adapting style to the reader, and using proper spelling, punctuation, and grammar as needed to compose narrative summaries, reports, and correspondence and to review and edit the work of others.

Ability to communicate one-on-one to include relating to people of diversity and actively listening as needed to provide instruction to employees, supervise employees, and provide information to and coordinate projects with the

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County Commission, staff, other county departments/divisions, private industry and the public.

Ability to conduct research by gathering information from various sources such as hard copy files, computer files, and interviews as needed to research complaints, resolve discrepancies, trace services provided, and develop reports.

Ability to consider the facts in order to make fair decisions to take appropriate action without interference or bias.

Ability to develop policies and procedures as needed to standardize work and ensure consistent service.

Ability to develop a strategic plan to include setting goals, prioritizing tasks, and assigning resources as needed to manage county engineering projects.

Ability to develop operational plans to include prioritizing tasks, determining and assigning resources, and coordinating with multiple groups(internal and external) as needed to adjust work flow/procedure, determine processes to meet standards, and increase productivity.

Ability to enforce rules and regulations and administer disciplinary action to include the counseling employees on expected job performance or terminating employees.

Ability to establish and maintain effective working relationships with department/division heads, community leaders, employees, public officials, and citizens as needed to develop and support business contacts and coordinate programs and projects.

Ability to establish sense of teamwork and cohesion within the department to include organizing the work group, using available talents to their best advantage, keeping a diverse work group focused on the overall objectives of the department as need to create a successful department and insure its continued success.

Ability to identify legal concerns and to analyze legal and practical implications of decisions and actions and to make difficult decisions regarding department operations while ensuring compliance with local, state, and federal laws and guidelines.

Ability to interpret complex legal and technical materials such as contracts, laws, regulations, professional publications, and technical manuals.

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Ability to make decisions, render judgment and take action.

Ability to manage highly complex projects to include scheduling meetings, providing feedback, utilizing staff and resources, delegating tasks, setting standards for work, resolving differences or problems, monitoring the quality and timeliness of work, taking corrective action, and negotiating for materials, supplies and services as needed to ensure that projects are completed on time and according to established standards.

Ability to plan highly complex projects to include analyzing and defining the project, establishing objectives, evaluating alternatives, estimating the necessary time and resources, determining the appropriate strategy and preparing a time line for project completion as needed to manage and monitor multiple projects.

Ability to prepare and make oral presentations to include researching subject, preparing an outline, preparing text, preparing handouts and visual aids, anticipating questions, speaking to the audience, and answering questions as needed to conduct presentations.

Ability to set up objectives, establish goals, and assign deadlines as needed to accomplish the mission of the department and meet county needs and expectations.

Ability to solve problems to include weighing alternatives, evaluating the impact of decisions, honoring confidentiality, and sconsidering consequences.

Ability to read, understand, and interpret engineering specifications, drawings, and plans.

Ability to supervise subordinate employees to include scheduling and assigning work, establishing and applying standards for performance in a fair and impartial manner, distinguishing between effective and ineffective procedures and job performance, providing appropriate discipline interpreting and implementing instructions by management, explaining or demonstrating work techniques, and sharing appropriate information as needed to accomplish the mission and goals of the department.

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Cleburne County Unit System Law

Relating to Cleburne County; providing for the establishment of a unit system for road maintenance, repair, and construction; providing for the employment, qualifications, and compensation of a county engineer; and defining the authority, powers, and duties of the county engineer and county commission.

BE IT ENACTED BY THE LEGISLATURE OF ALABAMA:

Section 1. The Cleburne County Commission shall set the necessary policies and priorities for the construction, maintenance, and repair of all public roads, county highways, bridges, ferries, and public facilities within Cleburne County, Alabama, to provide the people of Cleburne County with Safe and adequate road system.

Section 2. The Cleburne County Commission, or any succeeding county governing body, shall appoint and employ a county engineer, who shall be a thoroughly qualified and competent professional engineer and may or may not be a land surveyor. The county engineer shall possess all of the qualifications as specified for county engineers under laws of the State of Alabama. The county engineer shall devote his or her entire time and attention to the maintenance and construction of the Cleburne County public roads, highways, bridges, ferries, and other county engineering projects and shall, during employment, reside in Cleburne County, Alabama. The county engineer shall serve at the pleasure of all the county commission.

Section 3. It shall be the duty of the county engineer to:

- (1) Employ, supervise, and direct all assistants to properly maintain and construct the public roads, highways, bridges, and ferries of the county, and prescribe the duties of these employees and discharge employees for cause or when employees are not needed.
- (2) Perform engineering and surveying service as may be required, and to prepare and maintain the necessary maps and records.
- (3) Maintain the necessary accounting records to reflect the cost of the county highway system.
- (4) Build or construct new roads, or change old roads, but only when ordered to do so by proper order of the county commission.

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- (5) Construct and maintain all county roads on the basis of the county as a unit to the extent it is feasible, without regard to any district or beat lines.

Section 4. It shall be the duty of the commission to fix, from time to time, in accordance with prevailing economic conditions, the various scales of wages or salaries to be paid for labor necessary in the maintenance and construction of roads, bridges, ferries, and public facilities. The wage or salary scales shall not be exceeded by the engineer in employing labor and assistants.

Section 5. The commission shall fix the amount of the salary of the county engineer, payable in equal monthly installments from appropriate road and highway funds.

Section 6. Before entering upon his or her duties, the county engineer shall make and enter into a surety bond in the amount set from time to time by the county commission, payable to Cleburne County, conditioned on the faithful discharge and performance of his or her duties as engineer, and for the faithful accounting of all monies or property of Cleburne County, which may come into his or her possession or custody. The bond shall be executed by a surety company authorized and qualified to do business in Alabama and be approved by the commission. The premiums shall be paid by the county.

Section 7. The commission shall furnish the county engineer with an office within the county and all necessary office supplies, equipment, communication, utilities, and necessary transportation to accomplish his or her duties under this act.

Section. 8 The county engineer shall be the custodian and accountable to the county commission for all road machinery and equipment, tools, supplies, and repair parts owned by Cleburne County. The county commission shall establish necessary policies and regulations governing accountability and relief there from. The commission shall furnish the necessary storage and repair facilities for the tools, machinery, supplies and equipment, and the county engineer shall keep on file in his or her office an up-to-date inventory containing a list of all tools, machinery, equipment, parts, and supplies owned by the county.

Section 9. The authority of the county engineer to expend funds shall be limited to the requisition for the expenditure of funds for the purpose of construction, maintenance, or repairs of public roads, bridges, ferries, or any other duties for Cleburne County as may be set aside and appropriated by the commission as hereinafter provided. It shall be the duty of the commission at some meeting in September of each calendar year, or not later the meeting in October

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following, by order or resolution spread upon the minutes, to fix and determine the amount of funds which will be available for the purpose of building, maintaining, and constructing public roads, bridges, and ferries of Cleburne county for the current fiscal year, beginning on October 1st, which amount, other than the salary of the county engineer, shall not be exceeded in the performance of duties required of the county engineer for that period. The commission is authorized from time to time within any period, to increase the amount so allowed to be expended by the county engineer during in the period, when the authorization will not conflict with provisions of the general law under the Budget Act, Section 11-8-3 of the Code of Alabama 1975. Immediately upon the passage and approval of this act, if funds are presently available and have not been set aside by the present county commission for the fascial year, it shall be the duty of the commission to set aside a sufficient portion of the balance of the funds for the maintenance of the roads, bridges, and ferries until the next meeting in September or October as provided by this act.

Section 10. The county engineer shall make written requisition to a county purchasing agent for all materials, machinery, equipment, and necessary supplies needed for the construction, maintenance, or repair of the public roads, bridges, and ferries of Cleburne County. The requisition shall be filed and presented by the chair to the commission at its next meeting, for the approval of the commission. The county purchasing agent may make purchases without first obtaining the approval of the county commission if in the judgment of the engineer; the delay caused by this procedure may cause an unnecessary and harmful interruption in the operation of the county roads system. The purchases shall be solely responsible and accountable for purchasing the materials, machinery, equipment, and supplies under the approve requisitions and shall report these monthly to the county commission.

Section 11. It shall be the further duty of the county engineer to inspect and approve on delivery all materials, machinery, equipment, and supplies, purchased by the county for the use on public roads, bridges, and ferries prior top payment. Any deviation from this policy shall be reported by the engineer to the county commission.

Section 12. In the event of an emergency in which it would be impossible for the commission to employ an engineer, the commission shall employ a competent road supervisor who need not be an engineer, but, when employed shall have all the duties and authority of the engineer, and bred subject to this act. An emergency employment of a competent road supervisor shall not exist longer than necessary to employ a qualified engineer who will accept employment by the commission under terms of this act. It is the intention of this act to provide

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that, when county roads, bridges, and ferries are to be maintained or constructed in the county, the supervision thereof shall be under a qualified engineer.

Section 13. Each member of the county commission shall inspect the roads and bridges of his or her district, from time to time, hear the suggestions and complaints of the citizens, and report the suggestion or complaint to the county commission with his or her recommendations. The members of the county commission shall also assist in securing right-of-way and assist in public relations generally.

Section 14. The provisions of this act are severable. If any part of this act is declared invalid or unconstitutional, that declaration shall not affect the part which remains.

Section 15. All laws or parts of laws which conflict with this act are repealed.

Section 16. This act shall become effective on the first day of the third of the month following its passage and approval by the Governor, or its otherwise becoming law.

I have received/reviewed this Classification Specification and understand the contents thereof.

Signature

Date