

## NOTICE OF VACANCY

### **Engineering Assistant**

#### **Grade/Wage Range Dependent On Experience**

<b>Division</b>	<b>Department</b>	<b>Location</b>
Engineering Office	Road and Bridge	Dale County Commission
<b>Reports To</b>		
County Engineer		

#### **Job Summary**

Performs management level engineering functions including establishing procedures for sampling & tests construction materials, acting as survey party chief, performing site inspections, and attending necessary meetings & seminars as required.

#### **Duties and Responsibilities**

Conducts various field, office, and laboratory assignments according to established standard procedures including sampling or testing construction materials, soils, asphalt, concrete, etc.

Maintains and operates modern surveying equipment; serves as a survey party chief; performs road, land and sewer surveys.

Inspects subdivision and commercial developments, maintains files for projects and developments, and performs field inspections of paving, striping, bridge replacement and other contract projects.

Inspects construction projects for quality and quantity of materials and construction methods used.

Performs inspections of right-of-way and utilities and reviews utility plans and inspects utility installation.

Performs traffic surveys and road and bridge inventories.

Conducts a variety of drafting assignments and assists the Assistant County Engineer in the preparation of various reports, maps, graphs, charts, and plans.

Determines the need for and installs proper road signs.

Maintains various files and records including reports for state and federal agencies, and reports and estimates for various projects.

Serves as project engineer on county, state, and federal projects.

Attends various seminars and schools as required.

Inspects bridges and documents on needed forms and inputs data into computer.

Other duties as assigned.

Statements included in this description are intended to reflect general duties and responsibilities. A detailed job description is available at the Commission Office. Applications may be obtained and returned to the Commission Office, 202 Highway 123 South, Suite C., Ozark, AL 36360. Dale County is an Equal Opportunity Employer.