

# TALLADEGA COUNTY COMMISSION



**POSITION:** ASSISTANT COUNTY ENGINEER - CONSTRUCTION

**DEPARTMENT:** Talladega County Highway Department

**Resumes can be sent to Talladega County Commission, Human Resources Department, P.O. Box 6170, Talladega, AL 35161**

or emailed to [sherry.gaither@talladegacountyal.org](mailto:sherry.gaither@talladegacountyal.org)

**See following pages for full job description**

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**DEPARTMENT:** Talladega County Highway Department

**PAY RANGE:** Grade O/1-24 (\$23.48-\$46.48 per hour)

**FLSA:** Exempt

**OVERVIEW:** Responsible for planning, organizing and directing construction functions within the Highway Department, performs directly related work as required.

## **ESSENTIAL JOB DUTIES:**

Under the supervision of the County Engineer (or designee), the Assistant County Engineer – Construction performs the following duties:

- Oversees construction, inspection, and documentation of all County, State, and Federal Aid Projects.
- Inspects County, State and Federal aid projects.
- Surveys and tests/samples materials on County, State, and Federal Aid projects.
- Assigns inspectors and work tasks related to construction projects to Project Staff.
- Trains, supervises, disciplines, and evaluates the Project Staff.
- Maintains thorough and accurate records of all construction activities.
- Participates in personnel/disciplinary issues within the department as needed.
- Coordinates the work interactions of contractors, subcontractors, utility companies, etc. in road construction projects.
- Gives status reports to the County Engineer, politicians, and the public on any ongoing project as requested.
- Assists in assigning training and certifications needed for all designated personnel, and participates in training programs as needed.
- Provides information for budgetary purposes.
- Attend meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas
- Communicates and coordinates regularly with others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs other related duties consistent with the role and function of the classification.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Must have the following:

- Comprehensive knowledge of Talladega County geography, streets and business locations.
- Comprehensive knowledge of traffic hazards and traffic safety principles, practices and procedures.
- Thorough knowledge of methods, practices, techniques, equipment, tools, materials, and supplies used in street and highway construction, maintenance and repair.
- Thorough knowledge of safety regulations, protocols, principles, practices and procedures for highway construction, maintenance and repair.
- Thorough knowledge of the operation of tools used in street construction and maintenance including backhoes, rollers, lay down equipment, concrete mixers, excavators, milling machine, mud jack, crack sealers, seal coat equipment, and hand power tools.
- Ability to train, assign, motivate, supervise, discipline and evaluate the work of others.
- Ability to operate and instruct personnel in the operation of tools and machinery used in street construction, maintenance and repair activities.
- 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 recommendation.
- Some knowledge of Alabama Department of Transportation Specifications and construction procedures.
- Some knowledge of surveying principals.
- Some knowledge of civil engineering and construction drafting.
- Some knowledge of construction materials, and specifications.
- Some knowledge of construction principles and practices.
- Some knowledge of mathematical calculations used in engineering design and construction project design and cost estimations.
- Some knowledge of computer applications for engineering drafting.
- Some knowledge of engineering and construction design principles and practices.
- Ability to read and interpret engineering plans, specifications and blueprints.
- 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
- Ability to use logical and creative thought process to develop solutions according to written specifications and/or oral instructions

- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

### **MINIMUM QUALIFICATIONS:**

- Must have a valid Alabama Driver's License
- Must have an earned high school diploma from a standard high school or a graduate equivalency diploma with successful course work in mathematics, science, mechanical drawing, drafting, etc. and a four (4) year Civil Engineering Degree from an Accredited University
- Must have post-secondary training in engineering, drafting, construction, or a related field is highly desirable OR a minimum of four (4) years paid experience in drafting, surveying, construction or a related occupation OR a combination of formal training and paid experience totaling four (4) years
- Must be state certified as an Asphalt Roadway Technician, Concrete Technician, and Traffic Control Inspector, or willing to obtain those certifications in a reasonable amount of time. Will be on-call status.

### **SUPERVISORY CONTROLS:**

- This position has supervisory duties.
- This position receives supervision from the County Engineer who establishes objectives, priorities and deadlines.

### **WORK ENVIRONMENT:**

- Work is performed in both indoor and outdoor environments, including construction sites.
- Outdoor work involves travel from site to site
- Exposure to various weather conditions, slippery, uneven surfaces and rough terrain.

### **REQUIRED PHYSICAL ABILITIES:**

- Must have a sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to work sites throughout the County.
- Sufficient physical ability to walk, stand, bend, stoop or climb for long periods of time.
- Moderate lifting and carrying.
- Ability to operate motorized equipment and vehicles.

- Must have a sufficient vision and other powers of observation, with or without reasonable accommodation, which permits the employee to work safely in heavy traffic and heavy equipment operation.
- Vision sufficient to read computer screens and printed documents and hearing within the normal audio range, with or without correction.
- Must have a sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand department and safety rules and regulations and work around high traffic areas
- Must have a sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools and related equipment.

### **ADA COMPLIANCE:**

Talladega County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

### **DRUG AND ALCOHOL COMPLIANCE:**

In accordance of Talladega County's Substance Abuse Policy of 2012, as amended, all job applicants offered employment will undergo testing for the presences of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

### **LIMITATIONS AND DISCLAIMER:**

The above job description reflects management's assignment of essential functions; it does not proscribe or restrict tasks assigned and is meant to describe the general nature and level of work being performed. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. Management has a right to assign or reassign duties and responsibilities to this job at any time. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**JOB DESCRIPTION ACKNOWLEDGEMENT**

I have received, reviewed and fully understand the job description for **ASSISTANT COUNTY ENGINEER – CONSTRUCTION**, for the Highway Department. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_