

Job Opportunity

Bullock County is seeking applicants for the position of Assistant County Engineer. Please see included job description for requirements. Submit letter of interest and resume by email to jason@bullockco.com or to the address below.

Jason DeShazo, Bullock County Engineer

P.O. Box 472

Union Springs, AL 36089

334-738-0321

Bullock County is an equal opportunity employer.

JOB DESCRIPTION

Job Title: Assistant County Engineer

Department

Job Description Prepared:

Note: Statements included in this job description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: County Engineer

Subordinate Staff: Road Superintendent; Secretary;
Engineering Assistant; Project Engineer/Bridge Inspector

Other Internal Contacts: Commission Office; Probate Office; Solid Waste; Sheriff's
Department; County Commissioners

External Contacts: Alabama Department of Transportation; ADEM; Contractors;
Engineering Consultants; E911 Board; RC&D Council;
CPYRWMA; ACCA Staff.

Job Summary

Manages and oversees the design and construction of contract road and bridge construction projects under the direction of the County Engineer. Provides technical guidance pertaining to departmental activities. Performs engineering functions. Assists the County Engineer in the establishment and maintenance of budget and documents. Inspects bridges and roads, assists the County Engineer in the development of maintenance priorities and schedules. The employee may be assigned other duties that are not specifically included.

Job Domains

A. Planning

1. Develops and assesses bridge maintenance and replacement programs.
2. Maintains and adjusts road resurfacing and restoration management system.
3. Develops economic ways of acquiring and utilizing materials.
4. Reviews records of maintenance requests to track areas that need attention.
5. Attends County Committee and Commission meetings monthly in the absence of the County Engineer.
6. Integrates daily maintenance request with federal and state projects.

B. Supervision

1. Recruits, interviews, and recommends employees for hire to the County Engineer.
2. Ensures new employees receive appropriate job, safety and equipment maintenance training.
3. Reviews and approves all time sheets in the absence of the County Engineer.
4. Approves all scheduled leave request in the absence of the County Engineer.
5. Maintains project and activity records; produces reports as requested.
6. Randomly performs quality assurance inspections at various work sites.
7. Schedules daily work activities for engineering personnel as necessary.
8. Provides punch list to Road Superintendent which supplements call in maintenance request.
9. Serves as supervisor of road crews for emergency on call groups.

C. Engineering

1. Applies for and receives various permits.
2. Designs various county road and bridge projects.
3. Designs building projects.
4. Conducts route surveys for roadway alignments and right-of-ways.
5. Utilizes computer programs to develop construction plans, maps, and other related drawings.
6. Works with County road crews setting grades and supervising certain maintenance projects.
7. 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.
8. Maintains project files and diaries, including writing correspondence to State and contractor personnel.
9. Does cost estimates for various projects.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. Knowledge of engineering methods related to road and bridge maintenance and construction.
2. Ability to communicate effectively with the public, co-workers and state and federal agency employees by radio, telephone or in person.
3. Math skills to perform engineering and survey calculations.
4. Writing skills to take field notes, write reports, correspondence and recommendations.
5. Reading skills to interpret technical manuals, construction plans, reports and textbooks.
6. Skills in the use of surveying instruments including: transit, level, planimeter and electronic surveying equipment.
7. Knowledge of traffic engineering, traffic safety laws and manuals.
8. Ability to inspect roads, shoulders, and slopes.
9. Ability to work outdoors for extended periods of time in varying extremes of weather conditions.
10. *Knowledge of County policies and procedures.
11. Ability to direct and supervise the work of others.
12. Knowledge of heavy equipment usage and operation.
13. Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
14. *Knowledge of County Road system.

Other Characteristics

1. Minimum bachelor's degree in Civil Engineering from an ABET accredited institution.
2. Registered as an Engineer In Training (EIT) by Alabama P.E. board.
3. Possess a valid Alabama's Driver License.
4. Ability to work nonstandard hours, overtime and travel overnight as required.

Work Environment

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines; with contagious diseases or irritant chemicals; etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, or shields.

Physical Demand

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as typewriters and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.
