

THE COLBERT COUNTY COMMISSION WILL BE ACCEPTING APPLICATIONS FOR AN ASSISTANT COUNTY ENGINEER FOR THE COLBERT COUNTY ROAD DEPARTMENT. JOB DESCRIPTION AND APPLICATION ARE AVAILABLE AT THE ALABAMA CAREER CENTER, 500 SOUTH MONTGOMERY AVENUE, SHEFFIELD, ALABAMA. DEADLINE FOR APPLICATIONS IS FRIDAY, JULY 26, 2019. PLEASE INCLUDE RESUME.

COLBERT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

Colbert County

Job Description

Job Title: Assistant County Engineer

Pay Grade: For an Assistant with a Professional Engineering License the pay grade shall be based on the Professional Civil Engineer I (State Pay Grade 82), as established by the Alabama State Personnel Board.

For an Assistant that is an Engineer Intern the pay grade shall be based on the Civil Engineer Graduate (State Pay Grade 78), as established by the Alabama State Personnel Board.

Starting salary will be based on experience and relevant certifications.

Departments: Road and Water Departments

Job Description Prepared: June 2019

Note: Statements included in this 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 or responsibilities as determined by the County Engineer.

Relationships

Report to: County Engineer

Subordinate Staff: All Department Employees

Other Internal Contacts: All Other County Departments

External Contacts: Local Engineers; Surveyors; Public Utilities; General Public; Attorneys; ALDOT; Federal Agencies

Job Summary

The employee assists the County Engineer in all aspects of administration, construction, and maintenance operations of the Road and Water Departments. Employee performs various engineering as determined by the County Engineer. In the absence of the County Engineer, employee directs day to day operations.

Types of Work shall include:

Administrative - Provides direction to personnel, assigns and delegate tasks for completion of projects. Prepares various reports, presentations, estimates, and bids. Communicates with the public, co-workers, other agencies, and public officials to discuss planning items, project status, and construction/maintenance issues. Works closely with Superintendents to track the progress of daily tasks. Maintains monthly timesheets for all employees to track overtime, annual leave, and sick leave balances. Helps track budget expenditures and revenues and works with clerical staff, office managers, and CFO in transferring funds from various accounts.

Planning - Compiles data and prepares schedules and estimates for road and bridge projects. Compiles and reviews surveys/maps, traffic data, road/bridge ratings, public comments, estimates, environmental documents, economic development, and funding sources to determine project eligibility and priority.

Investigation/Analysis/Design - Investigates problems using engineering judgment to determine action needed. Inspects the County road and bridge system for needed maintenance improvements using engineering judgment. Analyzes activities to determine efficiency and production related to established goals. Performs hydrology and hydraulic studies needed to determine sizes of drainage pipe, structures, and ditches. Designs drainage features/structures and roadways. Produces plans and drawings for road, bridge, and various public improvement projects.

Project Management - Manages and oversees the design and/or construction of road and bridge projects. Addresses technical questions from the public and officials relating to on-going projects. Ensures compliance with federal, state, and county regulations and policies. Attends scope of work reviews, hydraulic reviews, plan review meetings, bid openings, public meetings, and pre-construction meetings.

Plan/Document Review/Preparation - Reviews various plans and documents prepared by engineering and maintenance personnel to ensure compliance with regulations, policies, and procedures. Reviews and prepares daily activity reports, time sheets, vehicle/equipment inspections, accident reports to ensure timely completion and proper documentation. Prepares reports on projects and maintenance activities. Reviews technical specifications and makes necessary revisions.

Other Characteristics

1. Graduation from a college or university with specialization in engineering, ABET accredited, required.
2. Certified as an Engineer Intern (EIT) in the State of Alabama, required.
3. Possess a valid Alabama's Driver's License.
4. Licensed Professional Engineer in the State of Alabama, preferred.
5. Ability to work nonstandard hours, overtime and travel overnight as required. Also be able to attend conferences and training as directed by the County Engineer.
6. Certifications in Bridge Inspection, Herbicide application, Concrete, Asphalt, or any other relevant field, preferred.
7. This is an exempt, salaried position and will follow the guidelines in the Colbert County Personnel Manual.

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. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.