

Job Announcement
Coffee County Highway Department
Post Office Box 428, New Brockton, AL 36351

Job Title: Civil Engineer Technician

Reports to: Assistant County Engineer

Salary: Based on Education and Experience

Hours: Full Time, 40 hours per week (or as required)

Job Open Date: October 1, 2019 until Position is filled

Job Description:

Civil Engineer Technician assists the Assistant County Engineer with all functions and operations of the Highway and Engineering Departments with an emphasis on preliminary and construction engineering tasks for road and bridge projects. Administrative- Performs typing and filing of correspondence and records. Prepares various reports, estimates and manages right-of-way data. Communicates with the public, co-workers, other agencies, and public officials to discuss planning items, project status, and construction/maintenance issues.

Planning- Compiles data and prepares schedules and estimates for road and bridge projects. Compiles and reviews surveys/maps, traffic data, road/bridge ratings. Performs road and bridge inspections. Performs traffic counts and accident reports.

Investigation/Analysis/Design- Investigates road and bridge problems and reports issues to supervisor. Performs bridge inspections/ratings to ensure compliance with state and federal guidelines. Assist with hydrology and hydraulic studies needed to determine sizes of drainage pipe, structures, and ditches. Assist with designs for drainage features/structures and roadways. Produces plans and drawings for road, bridge, and various public improvement projects. Performs engineering surveys for design and construction.

Project Management- Serves as Project Inspector for road and bridge construction projects. Calculates and prepares monthly estimates and final documentation for various construction projects. Ensures compliance with federal, state, and county regulations and policies. Attends scope of work reviews, hydraulic reviews, plan review meetings, and pre-construction meetings.

Plan Preparation- Knowledge of computer aid drafting system to assist in the preparation of construction plans.

Required Qualifications:

Experience and/or education in a field related to civil engineering. Must have a valid driver's license. Must have knowledge of civil engineering principles and practices directly related to design, construction, and maintenance of highways and bridges; knowledge of proper design and construction techniques and procedures related to roads and bridges; computer skills to utilize word processing, spreadsheet, database, and computer aided drafting software; ability to read, interpret, and comprehend plans, specifications, and technical manuals/drawings efficiently; ability to prepare technical documents and drawings in a timely, clear, and legible manner; ability to communicate effectively in writing and orally in a professional manner using technical language when necessary; ability to work outside in physically and environmentally demanding conditions. Must be available to work non-duty hours, weekends, and holidays as required; travel to attend meetings, training, and seminars.

To Apply:

Interested persons should apply through the employment link on Coffee County's website, www.coffeecounty.us

Coffee County is an equal Opportunity Employer