



CULLMAN COUNTY COMMISSION



JOB DESCRIPTION

<u>JOB TITLE:</u>	County Engineer	<u>FLSA CLASS:</u>	Exempt
<u>DEPARTMENT:</u>	Road	<u>PAY GRADE:</u>	C12 – Non-Classified
<u>REPORTS TO:</u>	County Commission	<u>REVISION DATE:</u>	12/2/2019

NOTE: Statements included in this description are intended to reflect the general duties and responsibilities of this job and are not interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included. Management retains the discretion to add or change the duties of this position at any time.

RELATIONSHIPS

- Subordinate Staff: Engineering Clerk; Engineering Assistant(s); Inspector/Engineering Assistant; Assistant County Engineer; Supervisors
- Internal Contacts: County Officials; Other County Departments
- External Contacts: General Contractors; ALDOT; Vendors; City of Cullman; General Public; FHWA; Legislators

SUMMARY

The employee performs highly responsible and diversified professional engineering work in planning and directing the activities of the county engineer’s department and the technical engineering aspects of the bridge and paving crews and the sign department. Determines major department policies, plans long-term programs and makes difficult administrative decisions. The work is performed under the general administrative direction of the county commission, with technical direction from ALDOT.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities of this position include, but are not limited to, the following. Other duties may be assigned.

Engineering

- Advises and assists professional and supervisory staff in implementing public works projects and activities.
- Provides county commission with policy and program guidance.
- Directs employees engaged in the design, construction and maintenance of all county maintained roads, highways, bridges and related drainage structures and other governmental activities.
- Develops project design and construction following good engineering practice as related to local, state and federal specifications and requirements.
- Directs the technical administration of all maintenance, rehabilitation, alteration, and new construction accomplished by the county.
- Directs subordinates in conducting a variety of engineering surveys, including horizontal, vertical, topographical, construction surveys and plats.
- Inspects roads and bridges for needed repairs and hazardous conditions.
- Prioritizes repairs and ensures quality control of repairs in progress.
- Prepares construction plans for federal, state and county projects.
- Prepares cost estimates for grant applications.

Financial Administration

- Prepares and administers annual department budget.
- Writes specifications for materials, equipment and supplies.
- Coordinates procurement of equipment for county as necessary.
- Prepares contract bid documents and cost estimates for contractors.
- Administers contracts with construction firms, ensures satisfactory completion of work and approves final costs.
- Certifies payment to contractors.
- Assigns purchase order to applicable appropriation in fiscal budget.
- Reviews vendor accounts.
- Prepares project expenditure report; submits reports to county commission.
- Ensures accurate files and records are available.

Supervision

- Assigns and coordinates work of county road department employees.
- Conducts employee performance evaluations.
- Recommends promotions, merit pay increases, disciplinary actions or termination as necessary.
- Recruits and hires new employees.
- Conducts inspections of county engineering and shop projects.
- Enforces the personnel policies and procedures of the Cullman County Commission.

Miscellaneous

- Hears complaints and grievances from the public and other groups as needed.
- Represents the county commission at local and state meetings and conferences.
- Serves as county representative in meetings with various other departments and boards.

KNOWLEDGE, SKILLS AND ABILITIES (* may be acquired on the job)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required.

EDUCATION/EXPERIENCE

Must possess a B.S. degree in Civil Engineering and a minimum of three years' experience in the maintenance and construction of highways and bridges.

LICENSES and CERTIFICATIONS

In accordance with Ala. Code § 11-6-2 (1975), the person appointed as county engineer shall be a registered professional engineer in the State of Alabama in good standing.

ADMINISTRATIVE and/or TECHNICAL SKILLS

- Knowledge of the modern principles of civil engineering as applies to the design, construction, operation and maintenance of county roads and bridges.
- *Knowledge of rules, regulations, policies and procedures of the county commission.
- Knowledge of budgeting and accounting concepts.
- Math skills to use engineering formulas and design surveys.
- Writing skills to prepare engineering and technical reports and correspondence.
- Reading skills to comprehend contracts, plans, specifications and regulations.
- Ability to organize, direct and coordinate the activities of a major department.
- Ability to develop long-term plans and programs; to make sound decisions on matters of major policy and on complex administrative problems.
- Ability to communicate effectively with co-workers, subordinates, the general public and state and local officials and professionals.

OTHER SKILLS and ABILITIES

- Ability to travel to attend state, regional and national meetings, conferences and seminars as required.
- Ability to work overtime, non-standard hours, or weekends as needed.
- Possess a valid Alabama driver's license.

PHYSICAL DEMANDS

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

WORK ENVIRONMENT

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts 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, gloves or shields.

Any qualified candidate interested in the vacant position should contact Judy Bradford in the Personnel Department, located in the Cullman County Courthouse, to fill out an application. Applications are also available for download at www.co.cullman.al.us Applications will be taken from 8:00am Wednesday, December 11, 2019 until position is filled. (Posted for a minimum of 7 days).

CULLMAN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER