

To apply:

Mail or Email Resume to:

- Personnel Manager, P.O. Box 548, Grove Hill, AL 36451

personnel@clarkecountyal.com

- Or pick up an application at 114 Court Street, Grove Hill, AL (front door).
- Or apply online at <https://clarkecountyal.com/careers/>

Closes: Open until filled

Clarke County JOB DESCRIPTION

Job Title: County Engineer

Department: Engineering and Road Maintenance

FLSA:

Grade:

Job Description Prepared: February 2008

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 that are not specifically included.

Relationships

Reports to: County Commission

Subordinate Staff: Engineering and Road Maintenance Staff

Other Internal Contacts: EMA; Sheriffs; County Commission

External Contacts: General Public; Health Department; ALDOT; ADEM; Municipalities; Counties; Contractors; Vendors; Suppliers; Utility Companies; Consultants

Job Summary

Under the general direction of the County Commission, the employee provides technical engineering expertise and administrative leadership to the Engineering and Road Maintenance Department. Employee is responsible for assigning tasks to staff for the maintenance and construction of County roads and bridges. Employee also completes reports, submits budget requests, and remains current on modern civil engineering practices.

Job Domains

A. Engineering

1. Surveys right-of-ways for new road locations for new acquisitions; assigns employees these duties.
2. Runs drainage levels, pipes and bridges.
3. Designs road lines, bases, and surfaces.
4. Draws plans to fit designs and writes specification.
5. Estimates costs for all projects.
6. Inspects contract jobs to ensure that correct materials are being used and that the plans and specifications are being followed.
7. Sets the grade of sign placement.
8. Determines whether construction material used meets required standards.
9. Contracts for small jobs; takes bids locally, advertises.
10. Inspects construction work performed by contract and by county personnel.

B. Supervision and Administration

1. Supervises maintenance crew that work county-wide; gives direction and assignment to each Superintendent.
2. Purchases supplies, parts, and materials for engineering department; verifies orders as received.
3. Attends Commission meetings to recommend projects and to report on progress and work.
4. Investigates complaints and makes recommendations to resolve problems.
5. Maintains records and keeps track of cost of equipment, labor and materials for all projects.

6. Provides signatures for all correspondence and forms to be sent out of office.
7. Prepares monthly and final estimates for payment of contractors and County.
8. Reviews and signs reports submitted to the Department of Transportation (DOT).
9. Ensures that DOT requirements are met for all relevant projects.
10. Communicates with engineering consultants.
11. Applies for and administers grants awarded to the County.
12. Prepares budget requests for submission to the County Commission.
13. Maintains membership in the County Engineers Association.
14. Attends conferences and various continuing education courses to remain current on engineering issues.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of County and departmental policies, procedures, and guidelines.
2. Knowledge of the modern methods and techniques as applied to design, construction and maintenance of roads and bridges.
3. *Knowledge of County road and bridge system.
4. Knowledge of drafting and design techniques and procedures.
5. Knowledge of principles and practices of civil engineering.
6. Knowledge of sound organizational principles as applied to the administration of large scale and varied maintenance and construction activities.
7. Knowledge of State and County laws, policies, and procedures pertaining to specifications, construction, etc.
8. Knowledge of safety guidelines for effective training of employees.
9. Knowledge of basic office computer applications and drafting software.
10. Verbal skills to effectively communicate with the general public, City, County, State, and Federal officials, contractors and news media.
11. Advanced math skills to perform complex engineering computations.
12. Writing skills to compose technical reports, plans, contracts, etc.
13. Ability to plan, direct, and supervise the work of others.
14. Ability to use transit, level, calculator, drawing tools, testing equipment, chain and plum lobs.
15. Ability to exercise independent judgment and initiative in planning and implementing work.
16. Ability to create and maintain complete and accurate records of work projects.
17. Ability to operate two-way radios and/or links.
18. Ability to climb to inspect construction sites, bridges, etc.

Minimum Qualifications

1. Possess a Bachelor's degree in Civil Engineering.
2. Must have Professional Engineer designation.
3. At least seven years as an engineer.
4. Possession of a current and valid Alabama driver's license.
5. Ability to remain on call 24/7.
6. Ability to travel to conferences and continuing education courses.

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, gloves or shields.

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.