

JOB ANNOUNCEMENT

The Franklin County Commission is currently accepting resumes for the position of:

Job Title: **Assistant County Engineer**

Applications and Resumes will be received by the Franklin County Commission at the Elizabeth Lucas Annex Building 405 North Jackson Avenue Russellville, AL 35653 between the hours of 9:00 a.m. and 4:00 p.m. They may also be mailed to Franklin County Commission, P.O. Box 1028 Russellville, AL 35653 ATTN: Human Resources Department.

Closes: Open Until Filled

For information: Missy Nichols, Human Resources (256) 332-8850 or Jason Baggett, County Engineer (256) 332-8434

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 Engineer
Subordinate Staff: Includes all road department employees other than County Engineer
Contacts: Includes any companies, firms, agencies, officials, or persons necessary to carry out job responsibilities.

JOB SUMMARY

Under the direction of the County Engineer, the employee is responsible for executing the policies, plans, programs, and activities as developed by the County Engineer. The employee will assist the County Engineer in all the areas described under the County Engineer Job Domains as needed and as directed by the County Engineer. Employee must attain and keep current all the applicable certifications as required by the Alabama Department of Transportation (ALDOT) to inspect State and Federal funded projects. Employee is responsible for following the Franklin County Personnel Policy and any other rules or guidelines as set by the County Engineer.

JOB DOMAINS

1. **Engineering:** Employee is directly responsible for overseeing the development of all plans and specifications on proposed construction and maintenance projects relating to the Franklin

County Highway Department (FCHD), especially those involving Federal and/or State funding. Employee is directly responsible for overseeing quality control and quality assurance of materials used in the construction of all public works projects relating to the FCHD, especially those involving Federal and/or State funding. Responsible for ensuring that all Federal and State specifications and guidelines are met on all public works projects relating to the FCHD. Employee is responsible for ensuring that the Franklin County Utility Permit Policy is enforced. Works with various utility companies for line location prior to plan preparation on any public works projects relating to the FCHD. Responsible for ensuring that the Franklin County Subdivision Policy is enforced.

2. **Bridge Inspection:** Employee will be involved in the inspection of county-maintained bridges and culverts as directed by the county engineer. Employee shall be required to become a certified bridge inspector (ACBI) for the State of Alabama in a reasonable period.
3. **Floodplain Management:** Employee shall be involved in the management of floodplains in Franklin County. Employee shall assist in the application and enforcement of the Franklin County Floodplain Management Plan as directed by the county engineer. Employee shall be required to become a certified floodplain manager (CFM) for the State of Alabama in a reasonable period.
4. **Supervision:** Assists County Engineer in supervising FCHD operations and personnel. Assists in scheduling construction and maintenance crews as needed. Schedules work for project inspectors as needed. Approves requisitions as required. Works with County Engineer on projects. Coordinates maintenance and construction projects with Roadway Supervisors as needed. Coordinates equipment maintenance with Equipment Shop personnel as needed. Assists County Engineer in developing bids on construction, materials, and equipment and in handling FCHD grievances.
5. **Filing and Records Management:** Maintains current contract files on all federal and state funded projects. Prepares cost estimates on all federal and state funded projects. Prepares engineering and inspection transcripts on all federal and state funded projects. Prepares and maintains any other relevant documentation related to federal and state funded projects.
6. **Miscellaneous:** Conducts safety classes for FCHD employees as Safety Coordinator. Inspects construction signs. Coordinates placement and installation of construction and road signs. Corresponds regularly with state and federal agencies on projects. Willing to travel to attend state, regional and national meetings, conferences, and seminars as required. Willing to work overtime as needed and as directed by County Engineer. Possess a valid Alabama driver's license.

MINIMUM QUALIFICATIONS

Bachelor of Science degree in Civil Engineering from an accredited college or university and certification as an Engineer in Training (EIT) in the State of Alabama (Professional Engineering License, Alabama, preferred but not required); possession of a current and valid AL driver's license, ability to obtain and maintain Certified Bridge Inspector credentials and other certifications as needed.

ADDITIONAL EXPERIENCE / REQUIREMENTS / QUALIFICATIONS

1. **Experience:** Experience in the design, construction and maintenance of roads and bridges.
2. **Travel and Work Hours:** Must be willing to travel and work non-standard hours to attend county, state, regional and national meetings, conferences, and seminars as required. Employee must also be willing to work overtime, non-standard hours, or weekends in emergency situations and/or as directed by the County Engineer. This position is a salary position, and no extra compensation will be paid for non-standard or overtime hours.
3. **Other Qualifications:** Knowledge of computer programming and computer applications such as spreadsheets, word processors, databases, and computer aided drafting and design (CADD) software and coordinate geometry software (COGO); Knowledge of surveying equipment such as total stations and levels; It is preferred that the employee have some surveying experience and some knowledge of Global Positioning Systems (GPS), data collection and Geographic Information Systems (GIS); must attain, after employment, the following certifications: Alabama Certified Bridge Inspector (ACBI) and Certified Floodplain Manager (CFM); knowledge of county government and departmental regulations, policies and procedures; Knowledge of principles and practices of civil engineering. Knowledge of laws, regulations and modern methods and techniques as applied to the design, construction and maintenance of roads and bridges. Knowledge of the fundamental needs of the citizens of Franklin County and the ability to establish and maintain an effective working relationship with those citizens as well as with other county officials, employees and contractors; Ability to effectively communicate with public and personnel; Ability to compile correspondence, reports, documents, etc.; Ability to understand laws, specifications, drawings, plats and property descriptions; Ability to read and determine drainage characteristics from topographic maps; Ability to solve complex engineering problems and perform accounting calculations; Ability to operate engineering instruments; Ability to carry instruments and surveying tools; A valid Alabama driver's license.
5. **Physical Requirements:** The work will 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. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

SALARY

Starting salary will be negotiable and based on qualifications and experience.