



Job Description

POSTED: 10/31/2022

CLOSES: Until Filled

Position: County Engineer

Reports to: Commission

Department: Engineering

FLSA Status: Exempt

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POSITION SUMMARY:

Responsible and accountable for the over-all planning, direction, coordination, and control of the County Secondary Roads Department, including the effective, safe, and efficient construction, maintenance, and engineering of all county secondary roads and related services in a manner designed to achieve the best possible quality of workmanship and materials at the most reasonable possible cost in meeting the needs of County residents and taxpayers for a network of good Secondary Roads. May from time to time be assigned other duties of a public works nature as the need arises.

ESSENTIAL JOB DUTIES:

1. Plans, directs, coordinates, and controls, directly or indirectly, all engineering, maintenance, and construction work performed on the County Secondary Roads system under the administrative direction of the Chilton County Commission.
2. Coordinates County road construction activities with other public or private agencies to effect maximum possible cooperation.
3. Directs and conducts accurate, complete field surveys to gather information for the planning and preparation of new work. Directs acquisition of required right-of-ways.
4. Responsible and accountable for the efficient and complete inspection of all work performed, to assure conformity to standards and specifications, and responsible, upon completion of work, for the acceptance and preparation of final reports.
5. Performs professional engineering designing, testing, and approval functions on all Secondary Roads work.
6. Prepares all documents and specifications, estimates quantities and cost of materials, equipment, or labor to determine project feasibility relative to all construction lettings and Engineering Department equipment needs, and carries out, or directs, the purchasing of all authorized equipment, materials, and supplies for the Engineering Department.
7. Coordinates the establishment and vacation of County Secondary Roads.
8. Responsible for the development of both short and long range plans for construction projects, under the administrative direction of the Chilton County Commission and keeps the Commission informed of all matters relating to present, proposed, and needed work on Secondary Roads or road structures. Schedules and supervises work as assigned by the Chilton County Commission.
9. Prepares accurate and complete reports relating to budgets, construction programs,

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- road and bridge plans, annual reports, and any other required areas, submitting materials to the Chilton County Commission or other agencies as needed.
10. Responsible and accountable, for hiring, supervision, training, motivation, development, discipline to include discharge, and over-all direction of a well-trained, efficient, and capable work force to carry out assigned responsibilities. May delegate responsibility, but not accountability, for work performed in County Engineering areas.
 11. Keeps current on developments, potential grants, literature and information within scope of responsibility.
 12. Preserves all governmentally established monuments and section corners.
 13. Shall create, develop, and maintain, effective and positive public relations within the community, County, and the State, and serves as a direct representative of the County on matters relating to assigned scope of responsibility. Performs public relations work within Chilton County communities and the state; keeps the Commission posted on new state and federally imposed regulations affecting the operations of the department; consults with the public concerning problems or complaints.
 14. Keeps Chilton County Commission informed on all activities of the department.
 15. Performs various other duties within scope of responsibility as assigned by the Chilton County Commission.

ENTRY REQUIREMENTS:

1. Graduation from an approved college or university with major course work in civil engineering.
2. Valid State Certificate of registration as a Professional Engineer.
3. Must qualify to be bonded.
4. Thorough professional experience in civil engineering (including field and office) plus at least 4 years of extensive and progressively responsible highway engineering work.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

The individual must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

1. Knowledge of engineering as related to highway design, construction, and maintenance.
2. Knowledge of State Code requirements as related to responsibilities.
3. Ability to train, motivate, and direct others.
4. Knowledge of management and budgetary principles.
5. Ability to communicate effectively with landowners, taxpayers, and employees.
6. Knowledge of current developments, literature and information in public works engineering.
7. Knowledge of the principles, practices and equipment of modern office management.
8. Ability to exercise good engineering judgement in appraising situations and making decisions.
9. Knowledge of safety standards and regulations, management and budgetary principles.
10. Ability to maintain a professional relationship with staff, coworkers, and the public.

PHYSICAL REQUIREMENTS:

1. **Sitting:** Much of the work is completed in an office environment at a desk.
2. **Standing and Walking:** Moderate mobility, duties are usually performed by combination of sitting, standing, and walking on a frequent change basis.
3. **Driving:** As needed to meetings and County maintenance and construction sites. Must have a valid driver's license.

4. **Lift, carry, Push, Pull, Moderate Deviation of Wrist, Knee, Ankle, Shoulder:** Must be able to lift and carry objects of approximately 20 pounds.
5. **Climb/balance:** As needed, may need to climb to maintenance and construction sites. The ability to climb stairs is required.
6. **Stoop, Bend, Kneel, Crouch, Crawl:** As needed. May be required/as needed to perform this job.
7. **Reach, Handle, Finger, Feel:** As needed. Good manual dexterity is required to perform this job. The individual needs to write information on paper and enter information into a computer when needed. The individual needs to be able to sort and handle documents.
8. **Sight:** The ability to see and interpret information is a requirement of their job. Sight is used constantly. The position requires reading and/or recognizing information, discussing this information with others, translating and paraphrasing this information for others, and documenting this information.
9. **Talk, Hear:** The individual is required to communicate effectively with consumers other employees, supervisors, families, and other services professionals.

WORK ENVIRONMENT

Work is performed in a normal office environment with some exposure to outdoor temperatures and driving a vehicle in moderate to heavy traffic. Working time may require irregular hours and shift times.

1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with Chilton County.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Engineer will be required to follow any job-related instructions and to perform any job-related duties requested by the Chilton County Commission.
4. Chilton County reserves the right to change or reassign job duties or combine positions at any time.
5. This document does not create an employment contract, implied or otherwise, other than "at will" employment relationship.

HOW TO APPLY:

Applications are available online on the Chilton County Website (<https://chiltoncounty.org/job-announcements/>), Chilton County Courthouse (500 2nd Avenue North Clanton, AL 35045) between the hours of 8:00 am - 4:00 pm (Mon – Fri). Applicants should send their application or resume via mail to the address listed above, email (thinton@chiltoncounty.org) / Fax (205) 280-7204 or hand deliver to Chilton County Human Resource Director, Terry Hinton, in the Chilton County Courthouse (Commission Office) on the Second Floor. If you have any questions contact the Human Resource Department at (205)755-1551.