

Position: Assistant County Engineer — Land Development, Chilton County

Deadline: Open until filled

To Apply: Send resume to Terry Hinton
Human Resource Director – Chilton County Commission
thinton@chiltoncounty.org
500 2nd Avenue North
Clanton, AL 35045

For more information: Call Terry Hinton at (205)755-1551 (work)



CHILTON COUNTY COMMISSION

500 2nd Avenue North Clanton, AL 35045

205.755.1551 x4201

<https://chiltoncounty.org/>

ASSISTANT COUNTY ENGINEER - LAND DEVELOPMENT

Open:	Closes:	FLSA Status:	Full Time/Non-Exempt
Pay Basis:	\$0.00 to \$0.00	Reports To:	County Engineer
Hours:	M-F ()	Location:	Road Department

Summary

Under the direction and general supervision of the county engineer, along with congruently assisting the county engineer as needed in the road department, this position is responsible for ensuring that all residential and commercial subdivision and land development activities inside the unincorporated portion of Chilton County comply with Chilton County subdivision and land development policies and regulations. Position is required to provide monitoring of subdivision and land development activities as well as provide assistance with enforcement actions to the extent that their authority allows.

Essential Functions

- Monitors property subdivision and land development activities in the unincorporated portion of Chilton County; Includes responding to reported concerns, performing site inspections, monitoring aerial property images, monitoring land transactions, reviewing recorded property deeds, reviewing recorded property plats, monitoring listings of property for sale, monitoring new utility and sewage permits, monitoring mobile home movements through the county and other associated monitoring activities.
- Generate Inspection Reports with photographs to document inspections and findings.

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- Conduct meetings with land development stake holders including owners, land development professionals, real estate agents and brokers, utilities, and Federal, State and Local Government agencies, and other associated stake holders.
- Generate formal letters and emails to correspond with stake holders and to document meetings, work activities, inspections, violations, enforcement actions, court document submittals, etc.
- Document, organize and file all written, electronic, or oral correspondence concerning subdivision and land development reports, testing data, plats, construction plans, meetings, etc.
- Perform engineering review of plats and construction plans for accuracy concerning drainage calculations, measurements, quantities, materials, etc.
- Perform construction engineering and inspection for subdivision and land development activities.
- Review of utility applications for conformance to Chilton County Standards.
- Assist County Engineer with road and bridge inspection, maintenance and construction activities as well as other support activities.

Other Functions

- The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor is all duties listed necessarily performed by any one employee so classified.

Minimum Requirements

- **Knowledge of:**
 1. Civil engineering and applications of engineering theory and surveying principles.
 2. Principals of project management.
 3. Federal, State, and County Codes, Policies and Regulations regarding Subdivision and Land Development.
 4. Federal Flood Plain Management Requirements.
 5. Project management, reporting and documentation software including word processing, spreadsheet, and presentation software.
 6. Standard office policies, procedures, and equipment.

- **Ability to:**
 1. Work independently in the absence of supervision.
 2. Perform multiple tasks simultaneously in a timely manner.
 3. Provide regular attendance which is considered an essential function of this position.
 4. Search, Read, Analyze and Interpret deeds, plats, legal documents.
 5. Speak and write in proper English (use, spelling, grammar and punctuation).
 6. Speak and write in Spanish (Not required but preferred).
 7. Communicate clearly and concisely, both verbally and in writing.
 8. Understand and follow verbal and written instructions.
 9. Be detail orientated, and have strong communication, interpersonal, problem solving, analytical, organizational, conflict resolution, and stress tolerance skills.
 10. Conduct business with the public in a professional and courteous manner.
 11. Handle exposure to potentially hostile individuals.
 12. Work as part of a team and maintain a cooperative, helpful attitude towards fellow workers, supervisors, subordinates, and the general public.
 13. Establish and maintain effective working relationships with those contacted in the course of the job.
 14. Maintain confidentiality of information encountered in work activities at all times.
 15. Interpret and implement construction plans, compile specifications, and inspect field construction.
 16. Properly interpret, understand and make decisions in accordance with laws, regulations and policies.
 17. Function independently, exercise good judgment, manage multiple projects, and meet deadlines.
 18. Operate equipment required to perform essential job functions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to bend, stretch, push, pull, reach and move as needed for making observations, reading and writing, operating assigned equipment, and communicating with others.
- Visual ability for close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.
- Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:
 1. Walking, sitting, or standing for long periods of time.
 2. Lifting and carrying materials weighing up to 50 pounds such as files or stacks of records.
 3. Occasional climbing, stooping, crawling, squatting, &/or kneeling.

Minimum Qualifications

1. Bachelor's degree from an accredited college or university and certification as an Engineer in Training (EIT) in the State of Alabama.
2. Professional Engineering License, Alabama, preferred.
3. Ability to obtain and maintain certifications as an Alabama Bridge Inspector, ADEM Qualified Credentialed Inspector, and Alabama Pesticide Commercial Applicator for Ground/ROW.
4. Possession of a valid Alabama driver's license.
5. Able to travel overnight to attend meetings and training programs.

Selection Guidelines

This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an “At Will” employment, and under no circumstances is a contract for employment.

The incumbent typically works in a building and in outdoor areas and uses mechanical equipment as needed to perform duties with associated noise levels. Weather conditions may vary. The employee may encounter frequent interruptions throughout the workday.

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Disclaimer

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

I have read, understood, and had the opportunity to ask questions regarding this position description.

Signature:	
Print Name:	
Date:	