

LEE COUNTY COMMISSION

Chairman
Jere Colley, *Probate Judge*
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Members
Doug Cannon, District 1
Ross Morris, District 2
Jeff Drury, District 3
Tony Langley, District 4
Richard LaGrand, District 5

JOB ANNOUNCEMENT

Job Title: Engineering Intern	Hours of Availability: Monday-Thursday; 6am-4:30pm
Closing Date: Until Filled	Position Announcement: ENG04-14-2025
Work Location: Lee County, AL	
Division/Department: Engineering	
Reports to: Assistant County Engineer II	
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Pay Range: \$64,699.15 - \$74,404.02

JOB SUMMARY: This position coordinates and conducts para-professional design and administrative activities for county improvement projects.

ESSENTIAL JOB FUNCTIONS:

- Reviews and approves subdivision construction plans for compliance with county standards and regulations.
- Inspects subdivision construction to ensure compliance with standards and regulations.
- Corresponds with subdivision owners, engineers, and contractors.
- Approves or denies final subdivision construction based on meeting guidelines as written.
- Drafts preliminary, base, construction, and presentation drawings to produce paving, grading, and development plans and preliminary designs.
- Develops presentation drawings and initial site designs.
- Performs engineering design and project administration for federal and other projects under the supervision of a professional engineer or construction superintendent.
- Researches city, county, and private utility files for development of baseline information for project designs.
- Reviews submitted construction plans for conformance with county specifications.
- Provides data and information to engineering and construction firms to develop contracted projects.
- Calculates volumes and quantities for engineering and construction projects.
- Performs field reviews to check base drawings for completeness.
- Researches and responds to questions on a variety of issues from companies, contractors, citizens, and county employees relating to activities of the Highway Department.
- Prepares reports and specifications and tests materials for compliance.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices, and new developments in assigned work areas.
- Responds to citizens' questions and comments in a courteous and timely manner.
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of county and department regulations, policies and procedures.
- Knowledge of safety policies and procedures.
- Knowledge of construction specifications and regulations.
- Knowledge of storm water best management practices.

- Knowledge of surveying and engineering principles.
- Knowledge of civil engineering and construction drafting.
- Knowledge of construction materials and specifications.
- Knowledge of construction principles and practices.
- Knowledge of mathematical calculations used in engineering/construction design and cost estimations.
- Knowledge of job-related software programs.
- Knowledge of computer aided drafting programs.
- Knowledge of the geography of the county, including road and street names and locations.
- Knowledge of traffic hazards, safety principles, rules, regulations and speed limits.
- Skill in operating such office equipment as a computer, calculator, typewriter, copier, and facsimile machine.
- Skill in the use of field surveying equipment.
- Skill in reading and interpreting engineering plans, tax maps, aerial photographs, and topographic maps.
- Skill in interpersonal relations.
- Skill in oral and written communication.

QUALIFICATIONS:

- Bachelor's degree
- Alabama Engineering Intern Certificate
- Possession of a valid State issued driver's license
- Ability to obtain necessary certifications

Applicants should apply at the Alabama State Employment Office or the Lee County Commission Office (215 South 9th Street, Opelika, Alabama) Monday through Friday, between the hours of 8:30 AM and 4:30 PM. An employee in this position is subject to random drug/alcohol testing. Interested applicants may also fax a completed application to (334) 737-3609 or emailed to humanresources@leeco.us by the closing date. Previous applicants should reapply. For more information visit: www.leeco.us.

Lee County is an Equal Opportunity Employer, we will recruit, hire, train, promote, discipline, and discharge in all eligible job groups without unlawful discrimination based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, marital status, political affiliation or genetic information or any other characteristics protected by law. To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described in accordance to Subtitle A of Title II of the Americans with Disabilities Act (42 U.S.C. 12131).