

EATON COUNTY ROAD COMMISSION JOB DESCRIPTION

JOB TITLE: Assistant County Engineer

SUPERVISED BY: Engineer-Manager

POSITION SUMMARY:

Under the general direction of the Engineer-Manager, performs technical professional engineering tasks associated with road and bridge construction. Manages the engineering functions, supervises the engineering staff, and provides contract and project oversight and management.

EXAMPLES OF DUTIES:

1. Plans, organizes, and directs all aspects of departmental operations including personnel, budgeting, planning, and general administration. Develops and implements departmental policies, procedures, and regulations.
2. Meets with Engineer-Manager, township supervisors and local officials, as well as developers, contractors, property owners and others to give out and receive information and to assist in solving problems in ways most beneficial to all concerned.
3. Assesses department operations, staffing levels, facilities, and contractors. Analyzes budgetary and resource needs, makes recommendations for improvements, and implements changes. Monitors operational costs and makes recommendations for increasing efficiency.
4. Assists in annual budget requests, administers departmental budget, and ensures that the authorized budgetary and purchasing procedures are properly used.
5. Assigns or delegates responsibility for assignment of work, directs personnel, evaluates performance of all employees, and assures necessary training and professional development. Takes disciplinary action according to established procedures.
6. Through correspondence, telephone and in person, answers questions concerning Road Commission activities and explains procedures and regulations. Responsible for following up on service requests where engineering expertise is necessary. Assists the Area Supervisors in following up service requests as assigned by the Engineer-Manager.
7. Supervises, coordinates, and assigns intersection and traffic studies.
8. Supervises the preparation of, or prepares documentation for federal, state and county/township projects. (i.e., programming, construction work items, forms, estimates). Applies for necessary permits. Responsible for approving payments to consulting engineers and contractors.
9. Supervises the preparation of estimates for construction projects on county and township local roads. Reviews estimates before delivery to township boards.

10. Supervises the preparation of agreements and negotiations for gravel, sand, ditch drains, grading easements, and right-of-way acquisition.
11. Supervises the preparation of the annual Act 51 certification report for county primary and local roads. Researches and documents information required by petitions for special assessment districts and abandonment proceedings.
12. Supervises, assigns, and prepares plan and design work for future projects.
13. Makes preliminary designs and prepares cost estimates utilizing highway and traffic engineering principles and geometric design expertise.
14. Prepares plans, specifications and bid packages for selected designs to obtain construction bids or for construction by county forces.
15. Coordinates activities of contractors, sub-contractors, utility companies, local government officials, surveyors, and inspectors.
16. Ensures that specifications are met by contractors during construction and that a final project inspection is made.
17. Ensures that project records of activities and pay estimates are kept by staff personnel as projects progress.
18. Participates in the regional transportation planning subcommittee and reports pertinent information to the Engineer-Manager and Commissioners.
19. Performs other duties as directed.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

ESSENTIAL JOB ELEMENTS AND PHYSICAL DEMANDS (ADA):

Physical Mobility – Ability to walk extended distances and climb stairs or ramps to access Road Commission and other work-related locations and facilities.

Vision and Sight – Ability to read instructions, directions, and similar written information in letters, memoranda, forms, and other documents.

Hearing/Speaking – Ability to converse orally with standard telephones and radios to receive and communicate information to employees and the public.

Agility/Movement – Ability to lift, push, pull, and manipulate tools, equipment, supplies, and other objects often weighing upwards to 50 pounds.

DESIRABLE QUALIFICATIONS:

Bachelor's Degree in Civil Engineering and four years of experience in road construction, engineering and maintenance operations, preferably in public works design and construction. Additionally, two years

of supervisory experience and the ability to deal with people courteously and effectively. Ability to work extended hours and be available for 24-hour call-in.

Skill in the use of office equipment and technology, including Microsoft Suite applications, the Road Commission's maintenance management system, CAD and other relevant engineering software and programs utilized in engineering operations.

SPECIAL REQUIREMENTS:

Michigan Vehicle Operator's License. Michigan Engineer in Training (EIT) status or licensed as a Professional Engineer in Michigan.

EMPLOYMENT STATUS:

It is the policy of the Road Commission that all employees in this job classification are employed at the will of the Road Commission and may resign or be dismissed with or without cause or notice at any time during employment.