

**JOB TITLE: County Engineer**

<b>Department:</b> Highway	<b>FLSA Status:</b> Exempt
<b>Supervisor:</b> County Board	<b>Position Status:</b> Full Time
<b>Prepared by:</b> Brian Ketring	<b>Salary Grade:</b> 14
<b>Union Status:</b> None	<b>Revision Date:</b> February 20, 2012

**Job Summary:**

The County Engineer directs the activities of the County Highway Department, including personnel, budgets, state aid, and federal requirements. He or she performs administrative and professional engineering work to include long range planning, implementing, and evaluating all programs and projects related to the expansion, improvement, and maintenance activities on the County highway system. Develops funding strategies and partnerships for the County Highway Department. Plans, designs, and directs civil engineering projects to include roads, bridges, and drainage systems, and supervises all Department personnel through the Assistant County Engineer.

**Scope of Responsibility:**

The incumbent is responsible for directly supervising the work of staff, consultants, and indirectly supervising the work of 28 full-time equivalent staff. The annual department budget is approximately \$10 million. Work of the department may have an indirect impact on the revenues of other departments.

**Essential Duties and Responsibilities:**

1. Coordinates with the County Board on the status of current priority projects. Develops strategies, assesses implications, and provides information, recommendations, feedback on potential issues regarding transportation.
2. Directs and oversees department and staff activities.
  - a. Directs, through subordinates, a program of project development and construction including surveying, design, estimating, plan preparation, construction specifications, and project inspection;
  - b. Directs, through subordinates, a program of road and bridge maintenance, including the operation of six highway maintenance shops;
  - c. Supervises, through subordinates, all road and bridge construction inspection and quality assurance;
  - d. Supervises, through subordinates, all ditch construction inspection and quality assurance;
  - e. Plans budgets, schedules and supervises the maintenance and replacement of the Highway Department capital equipment;
  - f. Plans, approves, and supervises ditch system budget, maintenance, redeterminations and improvements;
  - g. Prepares permit applications and plans for ditch reconstruction;
  - h. Supervises department and contractor personnel during construction of road and bridge projects to insure compliance with contract documents, road design standards and other applicable regulations; resolves conflicts with contractors; recognizes and eliminates

- construction zone hazards; assures supplemental agreements and change orders are minimized;
  - i. Carries the responsibility for dealing with Department labor issues, personnel issues and disciplinary actions;
  - j. Develops and implements department policies, procedures, and safety requirements.
  - k. Meets with, provides direction, approval, recommendations and feedback to staff on current construction, maintenance, and administrative functions;
  - l. Interviews, hires, and appraises staff. Provides coaching and development to staff.
3. Oversees project and engineering functions.
- a. Reviews and approves engineering designs, plans, and specifications for projects. Performs design work;
  - b. Inspects and assesses proposed and ongoing construction and maintenance projects and current conditions; conducts on-site reviews;
  - c. Investigates and addresses complaints related to projects, maintenance, conditions, etc.;
  - d. Provides professional engineering services to County Commissioners, Township Officers, City Councils and other government agencies;
  - e. Negotiates and purchases all highway easements.
4. Develops long term planning goals and objectives, secures funding, obtains right-of-way, negotiates agreements, develops strategies, and evaluates proposals and concepts.
- a. Meet with consultants, staff, State, County, City and Township authorities, State and Federal legislators, contractors, developers, the general public and the media;
  - b. Develops 5 year transportation plan for county;
  - c. Researches, writes grant submissions and monitors grants and other funding programs;
  - d. Evaluates ongoing programs and projects.
5. Directs, advises, reviews and provides recommendations and feedback to the County Board of Commissioners, other Departments, consultants, staff, local and state officials and the general public on the status of construction and maintenance projects and long term planning efforts and needs of the county, State, and local transportation agencies.
- a. Facilitates positive public and community relations;
  - b. Responds to citizen groups and individuals to resolve complaints.
6. Manages department budget and administration.
- a. Prepares and reviews budgets;
  - b. Prepares presentations and reports;
  - c. Approves bills and payroll;
  - d. Develops, evaluates and implements department policies and procedures;
  - e. Evaluates the impacts of proposed county policies on department operations and objectives;
  - f. Acts as engineering advisor in highway related legal issues regarding transportation, policy, legislation, development and funding.
7. Performs other duties as assigned.

### **Minimum Qualifications/Education/Training:**

This position requires a bachelor's degree in civil or highway engineering plus current professional engineering registration as a Civil or Highway Engineer in the state of Minnesota (P.E. designation) or equivalent plus six to eight years of recent progressive highway engineering experience, the two most recent years in a senior administrative/supervisory position.

Knowledge, skills, and ability include:

- Strong working knowledge of the engineering principles for highway, bridge, and hydraulic design; principles, practices, and procedures of highway equipment and maintenance; surveying methods and techniques, construction methods and materials; techniques for the construction and maintenance of ditch systems, traffic control systems, and devices;
- Considerable knowledge of federal, state, and local laws, rules, and regulations relating to highway, bridge, and ditch systems designs, construction and maintenance, land acquisition, project documentation, and traffic control;
- Considerable knowledge of federal and state funding programs and methods of obtaining project funding and approvals;
- Considerable knowledge of leadership skills at multiple levels for the management and supervision of engineering, maintenance, shop, and ditch activities;
- Considerable knowledge of the union contracts and County practices, policies, and procedures;
- Considerable knowledge of public administration, personnel administration, management techniques and current organizational practices;
- Ability to prepare and administer a department budget;
- Ability to develop and implement department goals and objectives;
- Ability to plan, coordinate, direct, and evaluate the work of others;
- Ability to develop and implement department policies and procedures;
- Ability to supervise personnel in a manner conducive to efficient performance and high morale;
- Ability to select, train, and develop competent personnel to staff the department;
- Ability to communicate effectively, orally and in writing, and have good public relations skills;
- Ability to establish and maintain effective working relationships with others;
- Must possess a valid Minnesota driver's license.

### **Physical Demands & Working Conditions:**

This position works in both a typical office environment and in the field. While in the field, the incumbent often encounters extremely disagreeable weather and worksite conditions along with long hours and weekends. The individual may encounter extreme hot and cold working conditions and be exposed to a variety of potentially dangerous situations during constructions, job site hazards, and working around traffic and heavy equipment.

Physical demand requirements are at the levels of those for heavy active work, requiring the ability to lift and carry 40 pounds intermittently. Considerable travel is required. A normal workday may require stooping, kneeling, crouching, crawling, climbing, and balancing for the purpose of performing duties assigned. Work after hours, weekends, and holidays may occur. There may be intermittent exposure to hostile and/or aggressive behavior by contractors and/or members of the public.

**Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.**

**Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.**

**This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The County Board retains the discretion to add duties or change the duties of this position at any time.**