

**Chippewa County Job Description
JOB TITLE: Highway Engineer**

DEPARTMENT: Highway	EXEMPT: Yes
UNION: Non-Union	PAYGRADE: 17
REPORTS TO: County Board of Commissioners	POINTS:
APPROVED BY: County Board-March 3, 2020	

Job Summary:

Under the direction of the County Board, the Highway Engineer plans, organizes and supervises the activities of the Highway Department. The Highway Engineer has the overall responsibility for coordinating the design, construction and funding of related County Highway improvement projects as well as coordinating Department activities with other County Departments, various governmental agencies and consultants.

Essential Duties and Responsibilities include the following. Other responsibilities and duties may be assigned.

Supervises Department personnel and maintains an environment that promotes continuous employee development and continuous improvement of Department operations.

Approves, prepares and directs County construction projects, and oversees Department operations to include equipment maintenance and highway maintenance.

Directs, administers and monitors Department construction contracts, insuring contractor performance and compliance with plans and specifications, and responding to questions and concerns by contractors or landowners.

Facilitates the identification of problem areas and recommends areas as focus for process redesign to promote improved Highway operations.

Promotes the philosophy of team play, out-of-the-box thinking and openness to create a work environment open to change.

Participates in meetings with outside agencies, special interest groups, local government entities, contractors and the general public to represent the Department and/or to provide direction regarding County engineering and contracting standards; communicates relevant information to the County Auditor-Treasurer-Coordinator and the County Board.

Supervises the County road and bridge maintenance function to include determining maintenance priorities, required equipment and contracted services.

Supervises the road and bridge maintenance shop(s) function to include determining priorities and required parts inventory.

*Chippewa County Job Description
County Highway Engineer*

Plans and implements the County Highway engineering function including the development of preliminary engineering studies and compliance with all related federal, state and local regulations.

Prepares and submits the annual report and funding applications to the County Auditor-Treasurer-Coordinator and the County Board.

Prepares the Department budget in cooperation with County Auditor-Treasurer-Coordinator.

Seeks and applies for additional funding sources (i.e. grants) to further the goals and objectives of the County Highway Department.

Prepares and submits regulatory, administrative and management reports as required. Reviews and analyzes informational reports, memorandums, manuals and articles.

Approves and directs purchases of new and replacement equipment under purchasing policies and procedures adopted by the County.

Directs bridge and culvert safety inspections for the County to insure compliance with state and federal regulations.

Serves as the County Bridge Administrator for County, Township and City bridges.

Conducts and facilitates meaningful performance reviews utilizing the principles of performance management that provide subordinates with an understanding of their level of performance, their strengths and weaknesses, and an insight into their future goals and opportunities.

Implements related emergency responses across all critical Department activities. Prepares and responds to county, federal, state and local elected official inquiries.

Actively builds and maintains positive relationships through productive communication with the public, vendors/contractors, local government officials, local media, and state and federal governmental agencies.

The County Board of Commissioners may assign other duties as needed.

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 duties performed by personnel so classified.

Job Relationships:

Internal Relationships With: All County Departments and Elected Officials.

*Chippewa County Job Description
County Highway Engineer*

External Relationships With: Vendors, Contractors, other County Highway Departments, MNDOT, Cities, Townships, MPCA, Soil and Water Conservation District Office, MN Department of Agriculture and Watershed District Boards, and the General Public.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education, Licenses and/or Experience:

The County Engineer is expected to maintain all qualifications as a County Engineer per MN Statute 163.07.

A Bachelor's degree in civil/highway engineering plus current professional engineering registration as a licensed civil engineer in the State of Minnesota. The experience should include:

Substantial 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 highway segments, bridges, flood control structures, culverts/related structure and traffic control systems.

Substantial working knowledge of watershed management and current technology related to Highway /engineering activities (GID,CADD,etc.)

Substantial working knowledge of federal, state and local laws, rules and regulations relating to highway, bridge and ditch systems designs, construction and maintenance, land acquisition and traffic control.

Substantial working knowledge of federal and county state aid funding programs and methods of obtaining project approvals.

Proven leadership skills for the management and supervision of Highway Department activities.

Considerable knowledge of Highway administration, personnel administration, management techniques and organizational development.

The ability to develop and implement Department goals and objectives; plan, coordinate, direct and evaluate the work of others; develop and implement Department policies and procedures; and to supervise personnel in a manner conducive to efficient performance and high morale.

Chippewa County Job Description
County Highway Engineer

The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.

The ability to establish and maintain effective working relationships with others.

The ability to work in the Coordinator form of government, and work harmoniously as a key member of the County's management team.

Must possess a valid Minnesota driver's license.

The qualifications listed above are guidelines. Other combinations of education and experience could provide necessary knowledge, skills and abilities to perform this job.

Work Environment:

The position has good working conditions in a modern office environment, but is a diversified job requiring sustained mental effort related to Highway Department contacts, organizational issues, planning and technical areas.

The individual may encounter severe emotional strain or tension. There is sustained exposure to sitting and standing and to disagreeable seasonal conditions and/or serious injury while in and around Department equipment. There will also be some exposure to moderate lifting (up to 40 lbs.).