

DICKINSON COUNTY ROAD COMMISSION

JOB DESCRIPTION

TITLE: County Highway Engineer

GENERAL SUMMARY:

This is responsible, supervisory and administrative professional engineering work involving a wide variety of public works projects. Work involves overall responsibility for developing, coordinating, reviewing and evaluating the projects and ongoing work of the engineering unit. Work is performed in accordance with the overall departmental policies and accepted professional standards but with considerable latitude for the exercise of independent judgement in solving problems that arise within the delegated area of authority. Administrative and technical direction is provided to employees in the engineering unit. The work is performed under the general administrative direction of the Superintendent-Manager. Work originates as the result of programs or projects undertaken by the Commission or directly in response to public complaints. Work is reviewed through conferences and review of related reports of projects. Work involves considerable contact with township, county, state, and federal officials, private construction contractors and the general public.

EXAMPLES OF DUTIES:

Supervises and participates in the surveying pertaining to roads, bridges or culvert construction. Make graphic and levels surveys.

Designs and supervises the design of complex roads, bridges, culverts and asphalt overlays used in the public works and maintenance projects.

Supervises the construction of roads and other projects. Makes necessary changes in construction plans as project work continues.

Determines ownership of land to be used for construction, makes preliminary surveys to establish ownership, writes property descriptions for acquisition purposes, make appraisals of land to be purchased, recommends reasonable value for land to be acquired.

Represents the engineering unit and provides information on the Commission's projects and other information to a variety of communities and commissions.

Prepares and submits various funding request applications; develops and submits planning and programming documents.

County Highway Engineer Cont.

Prepares permit applications for wetland and stream crossing impacts and oversees other environmental concerns such as underground storage tanks, salt storage, etc.

Trains survey crew personnel in basic survey techniques and other subordinates in civil engineering.

Coordinates plans, reviews and evaluates the work of engineering employees.

The duties stated here are intended to describe the general nature and level of work being performed by persons 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 Commission and other work-related locations and facilities.

Vision & Sight - Ability to read instructions, direction and similar written information in letters, memoranda, forms and other documents.

Hearing/Speaking - Ability to converse orally with standard telephone 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:

A bachelors degree in civil engineering and three years increasingly responsible, professional civil engineering experience, preferably in public works design and construction, preferably involving some supervisory responsibility.

NECESSARY SPECIAL QUALIFICATIONS:

Registered to practice civil engineering by the State of Michigan Board of Engineering Examiners or the ability to become registered.

NOTE:

The above job description has been developed based upon the guidelines defined by Americans with Disabilities Act. (1990).