

**LAC QUI PARLE COUNTY, MINNESOTA
POSITION DESCRIPTION**

POSITION TITLE: Assistant to the County Engineer DEPARTMENT: Highway
REPORTS TO: County Highway Engineer DATE: September 1, 2011

PURPOSE OF POSITION:

This position is to provide professional field and office civil engineering work, supervise and coordinate county highway construction personnel and operations, and maintenance of the highway construction equipment. Duties include, but not limited to: supervising inspection duties; reviewing plans and sketches; negotiate right-of-way and easement purchases; operating instruments; and performing additional tasks as assigned by the Engineer.

ESSENTIAL DUTIES AND RESPOSIBILITIES:

1) Supervision of highway construction:

Supervise and direct day to day work of County Highway technical staff.

Coordinate all project assignments from beginning to end to make sure projects stay on schedule.

Make sure all procedures are followed for the purchase of right of way and/or easements.

Make sure that the certification of the technical staff is current and meet the requirements of the projects.

Answer questions and complaints from contractors and the general public on construction projects.

Routinely inspect county highway system

Work with the County Highway Engineer and Maintenance Supervisor in setting up maintenance and construction schedule for the county roadway system.

2) Supervise other duties of the technical staff:

Coordinate the annual bridge safety inspection on County, City, and Township roadway system. To assure that the inspection is completed and submitted by the date specified by MnDOT.

Coordinate submittal of the Needs report each year.

Assist County Highway Engineer with other reports, agreements, and responses to the public that needs to be completed.

Perform civil engineering work, which involves surveying, design and inspection of County Highway projects.

- 3) Assist the County Highway Engineer in interviewing candidates, and recommending promotions or disciplinary action of technical personnel.
- 4) Performs the duties of the County Highway Engineer with reasonable limitation in his absence.
- 5) Attend seminars and courses to keep abreast of new technology, new state and federal regulation, and changes in pertinent laws.
- 6) Work with the County Highway Engineer and Maintenance Supervisor in creating safe working environment, and make sure proper safety procedures are being followed.
- 7) Other duties as assigned by the County Highway Engineer.

MINIMUM TRAINING AND EXPERIENCE:

High School Education

Associate's Degree in Civil Engineering Technology, or related work experience; with a minimum of eight years experience in engineering, design, surveying or related in this field; or any equivalent combination of education and experience as required for this position.

MnDOT certification in Aggregate Production, Bituminous Plant I, Bituminous Street I & II, Concrete Field I & II, Concrete Plant I, Grading and Base I & II, Bridge Safety Inspection I & II, and Erosion/Sediment Control Site Management.

Valid Driver License

MINIMUM PHYSICAL, SKILLS, AND ABILITIES:

Physical Requirements:

Must be physically able to operate a variety of machines and equipment including computer, calculator, air tester, mechanical shakers, metal detectors, drafting equipment, survey equipment, hammers, shovels, and tape.

Must be able to move or carry job-related objects or materials, not in excess of 50 pounds.

Must be physically capable of stooping, kneeling, crouching, crawling, climbing, and balancing for the purpose of performing inspection of culverts, bridges, road ditches, etc.

Numerical Aptitude:

Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; perform calculations involving variables, formulas, square roots, and polynomials; perform statistical calculations; and interpret same as may be appropriate.

Language Ability:

Requires the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures.

Requires the ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech.

Requires the ability to communicate with and before others using correct English.

Interpersonal Communication:

Requires the ability to communicate with people to convey or exchange professional information.

Environmental Adaptability:

Requires the ability to interact with people (i.e. staff, general public and elected officials) beyond giving and/or receiving instructions.

Work is normally performed in both an office environment and outside. Related occupational hazards include heat, cold, odors, smoke, wetness, dusts, toxic agents, noise, electrical currents, and machinery.

APPOINTING AUTHORITY:

The position will not be filled until final approval by the Lac qui Parle County Board of Commissioners.

“The County is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodation with the employer.”