



## Delaware County

This document is used to provide a basic description of essential duties and other work elements

<b>Job Title:</b> County Engineer	
<b>Department:</b> Engineering	<b>Position Fund Account No.:</b>
<b>Division:</b>	<b>Job Category:</b> EXE
<b>Work Schedule:</b> 7:00a.m.-3:00p.m., M-F;	<b>Job Grade:</b> A
<b>Reports to:</b> County Commissioners	<b>Status:</b> Full-time
<b>FLSA Status:</b> Exempt	<b>Effective Date:</b> <b>Re-evaluation Date:</b>

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Delaware County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would present an undue hardship.

### **DUTIES:**

Administers and performs construction engineering for federal and various highway and bridge projects, such as assisting with initial planning/designing, right-of-way acquisitions and drainage studies, recommending professional consultants, coordinating work with Superintendent, and administering project budgets.

Attends and participates in Board of County Commissioners meetings, preparing/making recommendations on a variety of issues, such as new road standards and specifications, new ordinances involving County highway system, legal agreements and contract awards, litigation settlements, and new traffic controls.

Responds to inquiries and provides technical assistance to developers, contractors, materials suppliers, consultants, government officials, and the public regarding department projects/operations. Meets with news media as department and/or Commissioners' representative regarding highway issues, such as policies, programs, projects, budget, and accidents.

Oversees all road, bridge, subdivision, plats, guardrail, and pavement marking projects, including reviewing, approving or denying plans, monitoring inspections, and monitoring approval of related claims/vouchers. Negotiates agreements with road and bridge professional services consultants, and oversees performance.

Attends various committee and intergovernmental meetings to coordinate, discuss, and report on

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common issues, such as GIS applications, and highway safety, standards, and maintenance. Reviews right-of-way appraisals and authorizes offers to purchase property for right-of-way; evaluates and approves administrative settlements of counter offers within guidelines set by County Commissioners.

Reviews and approves traffic studies to identify problem areas. Supervises maintenance of county road/bridge/sign/pavement marking/culvert inventory and evaluation programs.

Coordinates with Superintendent in planning and assigning Department personnel and material resources in maintaining County roads, bridges, culverts, and related areas. Maintains inventory of county roads.

Assists in supervising and directing personnel, including reviewing applications, making hiring recommendations, planning and making work assignments, and providing training.

Serves as Department Employee of Responsible Charge (ERC) ensuring compliance of all state and federal aid regulations related to project development and local construction projects.

Develops and implements traffic engineering studies and prepares related ordinances as needed, such as driving speeds, traffic volume, and regulatory/warning signs including directing and supervising technical personnel as needed.

Reviews various plans/specifications for compliance with County ordinances, rules, and regulations, such as subdivisions, large developments, residential and commercial drives, and utility permit applications. Receives and investigates valid complaints from the public regarding road repairs, drainage problems, bridge conditions, and other road-related problems, and makes recommendations for solution.

Assists with coordination of planning efforts with other government agencies, including providing subdivision technical assistance/information to developers, builders, utility companies, and property owners regarding entrance and exit right-of-way road construction and repair standards.

Prepares cumulative bridge fund budget and other budgets as required, submitting and presenting to County Commissioners for approval.

Prepares Department bid documents and specifications for materials and equipment purchases. Prepares and submits reports of Department projects/activities to federal, state and local agencies as required.

Develops and publishes road, bridge, and miscellaneous standards.

Develop and maintain County Engineering standards.

Periodically designs, performs engineering, and/or oversees construction of various County projects, such as installation of septic systems and parking lots.

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Periodically attends various meetings as needed or requested to review engineering recommendations on projects, such as County Council, Board of County Commissioners, Board of Zoning Appeals and Plan Commission.

Supervises and monitors the design, planning and prioritization of all road, bridge and culvert work.

Supervises and inspects all construction and maintenance projects to ensure quality and timely performance.

Meets with the public to respond to questions and resolve problems concerning the County's highway system; performs public relations work within the community and state.

Attends professional education workshops and training seminars as needed.

Serves on 24-hour call for emergencies.

## **I. JOB REQUIREMENTS:**

Baccalaureate Degree in structural engineering, civil engineering, architectural engineering, or construction technology and possession of a valid Indiana professional engineering license. Experience in an Indiana government agency preferred.

Possession of and/or ability obtain and maintain ERC Certification annually.

Thorough knowledge of and ability to make practical application of principles and practices of engineering, road construction/maintenance, Department goals and objectives. Ability to assess County needs and effectively design, develop and implement projects.

Thorough knowledge of legal requirements and specifications of assigned construction projects, with ability to review and approve project plans and assure proper inspection as needed.

Working knowledge of construction equipment operation/maintenance and proper use of construction materials, such as concrete and asphalt. Ability to monitor Department inventories and assure cost effective purchase and maintenance of supplies and equipment.

Ability to assist in supervising and directing personnel, including reviewing applications, making hiring recommendations, planning/making work assignments, and providing training.

Ability to serve as ERC role.

Ability to effectively cooperate, communicate and negotiate orally and in writing with co-workers, other County departments, personnel and officials from various County/City/Town departments, contractors, developers, property owners, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to State requirements.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to plan and layout assigned work projects and apply knowledge of people and/or location.

Ability to work alone with minimum supervision and with others in a team environment, work on several tasks at the same time, and work rapidly for long periods, often under time pressure.

Ability to develop and administer cost-effective annual and project budgets, develop bid specifications, and prepare reports as required.

Ability to seek and administer grants.

Ability to occasionally work extended hours and travel out of town for meetings, training, and/or seminars sometimes overnight.

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergencies.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

Ability to understand and interpret various state and federal grant regulations, forms and guidelines, and various technical materials, including contracts, maps, and legal terminology.

Ability to operate standard office equipment, such as computer, calculator, copier, fax machine and telephone.

Ability to effectively communicate orally and in writing with co-workers, other County departments, INDOT, State Election Board, City Engineering, Muncie Sanitary District, IUPPS, engineering firms, SBOA, FHWA, Liberty-Regional Wastewater, schools, businesses, consulting firms, contractors, and the public including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain and follow oral and written instructions.

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Ability to compute/perform arithmetic operations/calculations/measurements.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to apply knowledge of people and locations, plan/layout assigned work projects, and read and interpret contracts, MUTCD manual, detailed blueprints, specifications, and maps.

Ability to work independently and with others in a team environment, often under time pressure, and on several tasks at the same time.

Ability to occasionally work extended hours, weekends, and travel out of town for training/seminars, sometimes overnight.

Ability to occasionally respond to emergencies on 24-hour basis.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Incumbent assists in maintaining county roads and bridges, including planning, developing and inspecting construction projects, administering related designing and completing County highway, bridge, and related construction projects according to Department goals and objectives and standard practices of the profession, exercising independent judgment in gaining cooperation from various government agencies and assuring compliance with legal requirements. Incumbent's work involves a wide variety of administrative and engineering duties, often requiring careful consideration of new and/or unusual situations and circumstances.

## **III. RESPONSIBILITY:**

Incumbent performs duties in accordance with standard Department practices and procedures. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretations. Objectives of incumbent's work are known and work is reviewed primarily for technical accuracy and compliance with Department policy, standards and principles.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, INDOT, State Election Board, City Engineering, Muncie Sanitary District, IUPPS, engineering firms, SBOA, FHWA, Liberty-Regional Wastewater, schools, businesses, consulting firms, contractors, and the public for purposes of exchanging information, providing instruction and resolving problems.

Incumbent reports directly to County Commissioners.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing 25 to 50 pounds, bending, reaching, crouching/kneeling, driving, close vision, color/depth perception, hearing sounds/communication, speaking clearly and handling/grasping/fingering objects.

Incumbent occasionally works extended hours and may travel out of town for training/seminars, sometimes overnight.

**VI. OTHER:**

The County Engineer position is an appointed position of the Commissioners. Specific job duties and job requirements are established at the discretion of the Commissioners. A person appointed to the Project Director/Administrator position serves at the pleasure of the Commissioners and may be terminated by the Commissioners at any time.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of County Engineer for the Delaware County Engineering Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions. The above job description covers the most significant duties to be performed, but does not exclude other occasional work projects or duties as assigned by supervisors.

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Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Approved by Human Resources Director: \_\_\_\_\_ Date \_\_\_\_\_

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Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

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Reviewed with Employee \_\_\_\_\_ Date \_\_\_\_\_

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Employee's Signature \_\_\_\_\_ (Printed Name) \_\_\_\_\_ Date \_\_\_\_\_

Signed copy to : Human Resources(Original)  
Supervisor

Engineering/County Engineer

