

FARIBAULT COUNTY

CLASS SPECIFICATION

CLASS TITLE: Assistant County Engineer Registered

BAND	GRADE	SUBGRADE
DEPARTMENT:	ACCOUNTABLE TO:	FLSA STATUS:
Assistant County Engineer	County Engineer	
<p>CLASS SUMMARY:</p> <p>Assists the County Engineer with the management of the operations of the Public Works Department. Provides work direction and supervises the engineering staff to accomplish the surveying, design and inspection duties on highway and bridge construction projects; assumes the County Engineer's duties as necessary; and, communicates with other governmental entities and the general public concerning the department's construction projects.</p>		

DUTY NO.	ESSENTIAL DUTIES	FRE-QUENCY	BAND/ GRADE
1.	Supervises the engineering staff of the department to include: providing work direction to staff, ensuring tasks are coordinated and completed when required, ensuring the proper training of staff, assessing the daily performance of staff, resolving subordinate disputes and assisting in performance evaluations.	Daily 30%	
2.	Manages construction projects to include: preparing bid documents, inspecting and delegating inspection duties to technicians, ensuring that proper material testing is performed, ensuring that projects are completed in accordance with plans and specifications and ensuring that required documentation is completed for each project.	Daily 20%	
3.	Supervises the design of construction projects to include: supervising technicians in the design of road construction projects, ensuring the use of proper engineering principles and design standards, ensuring that right of way is secured, using computer software to troubleshoot problems and recommending technology changes.	Daily 15%	
4.	Supervises Engineering Technicians in the surveying of construction projects to include: coordinating the sequence and timing of numerous surveying projects, assigning personnel to various crews, ensuring crews are operating safely and producing accurate surveys and occasionally working as a survey party chief.	Daily 15%	
5.	Communicates with other county employees, governmental entities and the general public to provide information related to the construction activities of the Department.	Daily 15%	

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6.	Supervises and signs the design and award of construction plans and proposals as a Registered Engineer; hires, coordinates and directs some consultants and approves the preparation of their plans; and, ensures that construction proposals are advertised and awarded per state bidding requirements.	Weekly 15%	
7.	Prepares programs for the expenditure of several specific funds available to the department, assists the County Engineer in the development of the five year construction program.	Monthly 10%	
6.	Assumes the responsibilities of the County Engineer in his absence.	Monthly 5%	
7.	Performs other duties of a similar nature or level.	As Required	

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Civil Engineering with six years of civil engineering experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Professional registration as a Civil or Highway Engineer is required. MNDOT certification is recommended.

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KNOWLEDGE REQUIRED:

Knowledge of Civil Engineering theory, practices, materials, procedures and standards as related to the design, construction and maintenance of buildings, roadways and bridges;

Knowledge of construction contract administration and mandated documentation;

Knowledge of highway construction procedures and principles;

Knowledge of highway work zones, traffic control signs and markings;

Knowledge of departmental personnel management policies and procedures including staffing, training and labor relations;

Knowledge of funding sources and basic accounting principles;

Knowledge of the safety, financial and legal aspects of road and bridge construction;

Knowledge of in service bridge safety inspections;

Knowledge of various computer programs including AutoCAD and Civil 3D;

Knowledge of surveying principles and their application;

Knowledge of right of way easements and landowners' concerns on road projects.

SKILLS REQUIRED:

Skills and abilities to develop and maintain working relationships with other governmental employees, contractors and the general public;

Skills and abilities to manage technical, administrative and maintenance employees;

Skills and abilities to coordinate several projects in different stages of development while ensuring the timely completion of all tasks;

Skills and abilities to perform construction inspections and material tests;

Skills and abilities to manage, organize, troubleshoot and complete projects;

Skills and abilities to troubleshoot computer problems;

Skills and abilities to design highways and other engineering projects;

Skills and abilities to speak and write effectively;

Skilled in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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PHYSICAL ACTIVITIES/REQUIREMENTS:

Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and /or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.