



## **Effingham County Highway Department Position Description Assistant County Engineer**

### **PURPOSE**

The purpose of the Position Description is to give employees a clear and concise accounting of what is expected of them in their capacity at the Effingham County Highway Department. It is intended to be a flexible document that can change over time as the requirements of the position change. Any formal change shall be documented with a revised Description, with both the employee and management signing and dating the revised document.

### **SUPERVISOR**

The position reports to the County Engineer.

### **SUMMARY**

The Assistant County Engineer assists the County Engineer in all phases of the Highway Department to provide and maintain an improved highway system and adequate bridges for the public. The Assistant also provides administrative guidance to the department as described and represents the department when necessary. The Assistant supervises the Engineering Division and coordinates the Division's work with the rest of the Highway Department.

### **SUPERVISORY RESPONSIBILITIES**

The position supervises other department employees as the Assistant County Engineer and carries supervisory responsibilities in accordance with the County's policies and applicable laws. Primary decisions for administering and supervising department employees rest with the County Engineer. However, the Assistant County Engineer is expected to provide administration and supervision when directed by the County Engineer.

The Assistant County Engineer supervises the Engineering staff of the Highway Department.

In the absence of the County Engineer the Assistant County Engineer is in charge of the Highway Department.

### **DUTIES AND RESPONSIBILITIES**

- ❖ Serves as Assistant County Engineer for the Highway Department ensuring through departmental staff and contract service providers the proper and efficient design construction and maintenance of county and Road District highways/roads, bridges and drainage facilities.
- ❖ Supervises and oversees the design and development of plans, specifications and cost estimates for the construction of county and Road District highways/roads, bridges and major drainage projects.
- ❖ Oversees and manages contracts under construction.
- ❖ Coordinates assigned activities with other entities and the public.

- ❖ Conducts inspections of county highways/roads and bridges.
- ❖ Participates in updating the county highway/road and bridge five-year plan.
- ❖ Assists in developing the departmental budget.
- ❖ Is in charge of the County Highway Department in the County Engineer's absence.
- ❖ Responds to citizen complaints.
- ❖ Represents the department before public and professional groups.
- ❖ Prepares all necessary forms and applications for Federal projects and grants.
- ❖ Oversees and provides guidance and direction to departmental employees engaged in various stages of construction and maintenance projects.
- ❖ Assumes responsibility for the department, as directed by the County Engineer.
- ❖ Performs related work as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

The position requires the following:

- ❖ Considerable knowledge of the principles and practices of professional civil engineering applicable to road and bridge construction and maintenance projects.
- ❖ Considerable knowledge of the precautions necessary to work safely around construction and maintenance equipment.
- ❖ Knowledge of the principles and practices of supervision and management techniques.
- ❖ Knowledge of the use of surveying, computerized drafting, and related equipment used in the construction and maintenance of highways/roads and bridges.
- ❖ Ability to plan, oversee, direct and evaluate the work of professional, technical and maintenance personnel in a manner conducive to full performance and high morale.
- ❖ Ability to read and interpret construction plans, specifications and blueprints, and related engineering documents.
- ❖ Ability to work outside in a variety of weather conditions and walk safely on rough terrain, as required by the position.
- ❖ Ability to give, understand and follow oral and written instructions and to communicate effectively, both orally and in writing.
- ❖ Ability to establish and maintain effective working relationship with contract personnel, other employees, Township Highway Commissioners and government officials and the public.
- ❖ Physical strength, agility, and dexterity to perform the work required.

## **QUALIFICATIONS**

Graduation from an accredited college or university with a degree in civil engineering, and 2+ years progressive responsible engineering experience with the design and construction inspection of public highways/roads and bridges.

## **LICENSES AND REGISTRATION**

A valid Illinois Driver's License, Licensed Professional Engineer in Illinois or ability to obtain license within two (2) years, and ongoing education to maintain the license.

## **PHYSICAL DEMANDS**

Work requires sufficient physical strength, agility, endurance, dexterity and hand-eye-foot coordination to perform all essential duties. Work requires walking or climbing on uneven surfaces, standing or sitting for extended periods of time, working near moving vehicles, lifting and carrying survey equipment up to 50 pounds, and driving a vehicle.

## **WORK ENVIRONMENT**

The work is performed indoors, as well as outdoors during surveying and construction and maintenance activities for extended periods of time under a wide variety of weather conditions. Work exposes employee to inclement weather, poisonous plants, fumes, dust, and eyestrain. Work requires the use of safety clothing and equipment, compliance with safety rules and procedures.

## **ACKNOWLEDGEMENTS**

*The undersigned acknowledges that this job description is for informational purposes only and is not intended to be, nor shall it constitute, a contract of employment. The undersigned further acknowledges that by executing this job description, the undersigned is merely acknowledging receipt of the job description and that signing this document does not limit the County's right to sever the employment relationship of the employee with or without notice or with or without cause and further, does not limit the employer's right to change or modify any of the job descriptions or job responsibilities contained herein.*

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Assistant County Engineer

Date

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County Engineer

Date