

**POSITION DESCRIPTION
COUNTY OF FRANKLIN, INDIANA**

POSITION: County Engineer
DEPARTMENT: Highway
WORK SCHEDULE: 8:00 A.M. – 5:00 P.M., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: October 1996 **STATUS:** Full-time
DATE REVISED: October 2017 **FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed in this document are representative of the knowledge, skill, and/or ability required.

Franklin County provides reasonable accommodation 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 cause an undue hardship.

Incumbent serves as County Engineer for the Highway Department, responsible for planning, designing, and supervising construction, maintenance, and repair of County infrastructure. Responsible for grant applications and management.

DUTIES:

Supervises and directs assigned personnel, including determining staffing requirements, planning and delegating work assignments, establishing goals and work standards, and maintaining discipline.

Provides engineering and administrative services for maintenance of County roads/rights-of-way, including investigating and discussing road condition problems with Foremen, determining and designing cost-effective improvement projects, overseeing construction, ensuring adherence to budget, and conducting engineering and traffic studies to establish speed and load limits and warning signs.

Provides engineering and administrative services for maintenance of large and small County Bridges and culverts, including directing maintenance of inventory, designing rehabilitation and Replacement projects as needed, preparing specifications, bid/contract documents and legal ads, coordinating work performed by consulting engineering firms in completing projects and related reports.

Frequently performs on-site inspection of Department projects to ensure compliance with Specifications, determine project status, and certify completion.

Prepares and publishes county-wide inventory and classification of County roads. Prepares and submits reports of Department projects/activities to federal, state and local agencies as required.

Reviews various plans/specifications for compliance with County ordinances, rules and regulations, such as (subdivisions, large developments), land use planning, traffic control, infrastructure, residential and commercial drives, and utility permit applications.

Creates an annual work plan, including designing and developing specifications, plans and bid documents, preparing estimates and budgets and implementing and inspecting all bridge and drainage projects for Franklin County, insuring compliance with applicable regulations and contractual agreements.

Periodically provides engineering services for other County projects as requested by Board of County Commissioners, and for storm damage to infrastructure, including coordinating with state and federal agencies to secure disaster relief funds as needed.

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

Prepares annual Department budget, including estimating costs for materials, equipment and personnel, for cum bridge/covered bridge projects, and submitting and presenting to County Commissioners for approval. Prepares and administers long-range program of (road), culvert and bridge construction/improvements.

Prepares and submits various construction permits applications required by the State of Indiana.

Maintains current knowledge of trends and developments in road and bridge improvements, including reading professional publications and periodically attending seminars/workshops as needed.

Reviews construction project bids and makes recommendations to Commissioners for award.

Prepares and submits grants from various organizations for roads, bridges, culverts, and other appropriated funded programs.

Monitors federal aid projects during all phases, from inception through completion.

Serves on 24-hour call for emergencies.

Occasionally provides testimony in legal proceedings/court as necessary.

Performs related duties as needed.

I. JOB REQUIREMENTS:

Bachelor Degree in Civil Engineering, and ability to satisfy minimal requirements for Indiana Professional Engineer license.

Thorough knowledge of and ability to make practical application of principles and practices of civil and structural engineering, and road, culverts and bridge construction and maintenance.

Thorough knowledge of and ability to ensure compliance with local, state and federal requirements and design specifications of assigned construction projects.

Ability to supervise and direct assigned personnel, including determining staffing requirements, planning and delegating work assignments, establishing goals and work standards, and maintaining discipline.

Ability to ensure cost-effective purchase, operation and maintenance of equipment, vehicles, materials and supplies.

Ability to physically perform essential duties of the position, including standing/walking for long periods, standing/walking on uneven terrain, lifting/carrying objects weighing more than 35 pounds, close and far vision, depth perception, reaching, bending at waist, crouching/kneeling, pushing/pulling, handling/grasping and fingering objects.

Ability to effectively communicate orally and in writing with co-workers, County Commissioners, contractors, other County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to plan and layout assigned work projects.

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

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to provide public 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 carryout written or oral instructions and present findings in oral or written form.

Ability to occasionally work extended hours, occasionally work weekend and/or evening hours, and occasionally travel out of town, sometimes overnight.

Ability to operate department computer for such applications as structural and hydraulic design, office programs and bridge and road management systems.

Ability to use measure and survey devices required to perform field calculations and evaluations.

Ability to speak knowledgeably in public meetings regarding Department projects.

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

Must apply and maintain Employee in Responsible Charge (ERC) training for county.

Live in the State of Indiana.

II. DIFFICULTY OF WORK:

Incumbent's duties are broad in scope and of substantial intricacy with many variables and considerations. Incumbent works according to legally defined procedures and technical specifications, Department goals and objectives, exercising independent judgment in adapting accepted engineering practices to specific situations within budget constraints.

III. RESPONSIBILITY:

Incumbent is responsible for maintaining county roads and bridges, including planning, designing and overseeing completion of related improvement projects. Work is reviewed for effect on Department goals/objectives and compliance with legal requirements.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication with co-workers, County Commissioners, contractors, and the public for a variety of purposes, including supervising personnel, negotiating cooperation on projects, explaining/interpreting Department policies, and ensuring compliance with legal requirements and specifications, maintain contact with INDOT, IDEM, DNR, FEMA and other regulatory agencies for permits and other applications.

Incumbent reports directly to Board of County Commissioners.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, outdoors, and in a vehicle, involving standing/walking for long periods, walking on uneven terrain, lifting/carrying objects weighing more than 35 pounds, close and far vision, depth perception, reaching, bending at waist, crouching/kneeling, pushing/pulling, handling/grasping and fingering objects, and exposure to varying weather conditions and physical hazards normally associated with construction sites.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of County Engineer for the Highway 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.

Is there anything that would keep you from meeting the job duties and requirements as outlined: Yes _____ No _____

Applicant/Employee signature

Date

Print or Type Name