

# Assistant County Engineer Job Description

<b>Name</b>	
<b>Hire Date</b>	
<b>Date In Current Position</b>	
<b>Review Month</b>	
<b>Department</b>	<b>Secondary Roads</b>
<b>Reports to</b>	<b>County Engineer</b>
<b>Position Number</b>	
<b>Warren County Pay Grade</b>	
<b>FLSA Status</b>	<b>Exempt</b>
<b>Supervises Others</b>	<b>Yes</b>
<b>Document Control Responsibility</b>	<b>County Engineer</b>
<b>Approved by</b>	<b>County Engineer</b>

## Position Summary

The Assistant County Engineer assists the County Engineer through planning, construction and maintenance of all roads within the Warren County Secondary Road System. This is a highly visible position. This position supervises others.

## Essential Functions

- Performs civil and highway engineering, and related administrative work to determine acceptable projects and cost projections through data analysis and design review
- Ensure proper safety measures and technical standard compliance are implemented on each project
- Determines project progress through observation, analysis and consultation with secondary road staff and provides a timely report on the progress to the County Engineer
- Prepare and manage the department budget, and ensure expenditures support the overall objectives of the Warren County Secondary Roads System, as assigned by the County Engineer
- Responsible for the correction of all violations to safety, work policies/rules and implements corrective action to include safety training, proficiency training or progressive discipline, after consulting the County Engineer

# Assistant County Engineer

## Job Description

- Must possess a valid Iowa driver's license
- Responsible for the implementation of all work and safety rules
- Responsible for all other duties as assigned

### Education, Skills and Experience

- Licensed as a Professional Engineer (PE) in civil, highway, or structural engineering in the state of Iowa
- One year of professional engineering experience
- Can apply highway design and CAD practices and techniques, including software application
- Proficient in the application of structural strength determinations, hydraulics and construction materials
- Write, read, analyze and interpret engineering technical data and specifications
- Demonstrate the ability to constructively lead and attain results through others
- Ability to organize and manage multiple priorities and exercise independent judgment
- Must have strong customer orientation skills
- Excellent interpersonal and communication skills with other employees / departments / offices within Warren County
- Must be a positive representative of the Secondary Roads Department and Warren County
- A strong team player and demonstrate a commitment to the values of Warren County

### Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Physical demands:* While performing duties of this job, the employee is required to sit and/or stand for long periods of time. Must have the ability to lift, pull, push, and/or move up to 50 pounds.

*Work environment:* The noise level in the work environment can at times be moderate to loud. The employee is frequently exposed to outside weather conditions.

**General sign-off:** *The employee is expected to adhere to the values as established by Warren County Board of Supervisors and represent Warren County in a positive, professional manner.*

***I have read and understand this job description and I can perform the duties of this position with or without reasonable accommodations.***

*(Circle one)*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_