

**POSITION DESCRIPTION
COUNTY OF MORGAN, INDIANA**

POSITION: Engineer
DEPARTMENT: Highway
WORK SCHEDULE: 7:00 a.m. - 3:00 p.m., M-F
JOB CATEGORY: SO (Special Occupations)

DATE WRITTEN: September 2019
DATE REVISED:

STATUS: Full-time
FLSA STATUS: Exempt

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. Morgan 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 those accommodations would present an undue hardship.

Incumbent serves as Engineer for the Morgan County Highway Department, responsible for providing engineering expertise in the construction and repair of the County Highway System and supervising assigned personnel.

DUTIES:

Supervises assigned staff, including analyzing workload and human resource needs, reviewing position documentation, interviewing candidates, making hiring decisions, orienting new subordinates, planning, delegating, and controlling work assignments, establishing specific work goals, training/developing/motivating assigned staff, and determining significant change in responsibilities of assigned staff.

Prepares plans and specifications for bid and construction of roads and bridges, and asset management plan.

Oversees Department daily operations, including developing, writing, and implementing Department policy. Maintains registration and performs duties in accordance with Indiana Codes.

Performs complex mathematical calculations, analyzes data, and reads and interprets prints, maps, and specifications. Takes action based on data analysis.

Receives, resolves, and responds to a variety of inquiries and/or complaints, including, but not limited to, bridges, public utility, drainage, legal descriptions, easement, addressing, parcel splits, and or culvert issues.

Prepares, coordinates, and maintains annual budgets for Engineering and Highway Departments, including providing information and defending budget request, receiving approval from County Council, and requesting additional funding, as needed.

Writes and/or prepares, legal agreements, contracts, and advertisements for media publications.

Occasionally travels out of town for meetings and training, sometimes overnight.

Performs related duties as assigned.

Performs engineering functions as required by the Board of Commissioners.

I. JOB REQUIREMENTS:

Baccalaureate Degree in Civil Engineering, Construction Management, or related field required and ability to satisfy minimum requirements for Indiana Professional Engineer license.

Must be at least 21 years of age.

Ability to meet all Departmental and employer hiring requirements, including passage of a drug test.

Thorough knowledge of and ability to make practical application of standard principles and practices of engineering and state and local regulations regarding road and bridge construction and maintenance, subdivision control, drainage, and traffic control, and ability to assess County needs and effectively plan, design, coordinate and complete appropriate, cost-effective projects.

Working knowledge of bookkeeping principles, and ability to process payroll and claims/vouchers, billing vendors, and balancing and depositing receipts.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare required reports in timely manner.

Knowledge of principles involved in planning and development of budgetary requests, grants, and federal aid, and ability to administer Department budget.

Knowledge of State Government, State Board of Accounts, IDEM, FEMA, DNR, OSHA, local, state, and federal laws, rules and regulations, inspections, and permits.

Ability to supervise assigned staff, including analyzing workload and human resource needs, reviewing position documentation, interviewing candidates, making hiring decisions, orienting new subordinates, planning, delegating, and controlling work assignments, establishing specific work goals, training/developing/motivating assigned staff, and determining significant change in responsibilities of assigned staff.

Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.

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

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to operate a variety of equipment, including computer, printer, calculator, vehicle, copy and fax machine, and camera.

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

Ability to make complex mathematical calculations, analyze survey and other data, read and interpret detailed prints, maps, and specifications, and prepare detailed documents and reports as required.

Ability to plan and layout assigned work projects.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to compile, classify, analyze, and evaluate data, and make determinations based on data analysis.

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 often amidst frequent distractions and interruptions, occasionally under time pressure.

Ability to complete assignments effectively and on time.

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

Ability to occasionally work extended hours and occasionally work weekends and evening hours, travel out of town for conferences, sometimes overnight, serve on call, and 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 performs a wide range of complex duties which are frequently unique in the circumstances in which they arise and are not susceptible to standard guidelines or rules. Extensive analysis of the impact of decisions is required, and incumbent must frequently interpret precedents and facts to derive new methods and approaches for addressing the problems or circumstances.

III. RESPONSIBILITY:

Incumbent receives administrative direction from County Board of Commissioners, with general objectives indicated. Incumbent makes an extensive contribution to development and implementation of Department objectives, policies and procedures, discussing unprecedented situations with supervisors as needed. Work is reviewed primarily attainment of objectives. Incumbent regularly makes decisions in absence of policy, subject only to guidance from Board of Commissioners.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent communication with co-workers, other County departments, Board of Commissioners, various contractors, various material and equipment suppliers, and the public, for purposes of exchanging information, explaining/interpreting policies, coordinating projects, and resolving problems.

Incumbent reports directly to the County Board of Commissioners.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in several environments, including a standard office and in a vehicle. Duties may involve sitting /walking for long periods, walking on uneven terrain, working with or near chemicals, lifting/carrying objects weighing under 25 pounds, close/far vision, color/depth perception, keyboarding, handling/grasping/fingering objects, bending/reaching, crouching/kneeling, hearing sounds/communication, speaking clearly, exposure to violent/irate individuals, varying weather conditions.

Incumbent occasionally works extended hours and occasionally works weekends and evening hours, travels out of town for conferences, sometimes overnight, serves on call, and responds to emergencies on 24 hour basis.

V. OTHER:

The Engineer position is a appointive position of the Morgan County Highway Board of Commissioners. Specific job duties and job requirements are established at the discretion of the Board. A person appointed to the Engineer position serves at the pleasure of the Board and may be terminated by the Board at any time.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Engineer in 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/Type name