

## **ASSISTANT ENGINEER JOB DESCRIPTION**

### **GENERAL DESCRIPTION**

Under general supervision of the County Engineer, employees of this classification apply knowledge of civil engineering principles and practices to public works projects within the county. The employee also supervises the activities of engineering technicians and engineering aides in the planning, designing, and inspecting of county road projects.

### **CLASS AND GRADE**

The Assistant Engineer position is a full time position. An employee entering the organization at this level generally starts at a percentage of the full classification wage and receives increases in pay commensurate with progress within the job. This is a non-union position and is considered a professional/technical position. This position is not exempt, and the employee is eligible for compensatory time.

### **DISTINGUISHING CHARACTERISTICS**

An Assistant Engineer under the supervision of a county engineer or licensed assistant engineer and applies his or her knowledge of civil engineering principles and practice, materials, methods, and procedures to the completion of public works projects for the county. The employee inspects construction projects or directs others performing the inspection of same, supervises the testing of materials, assists the county engineer in the preparation of the county budget and construction program, schedules, reviews, and evaluates the flow of departmental projects, contacts landowners for the purchase of right of way for county construction projects, and may supervise the department in the absence of the county engineer. The employee should be knowledgeable of Iowa Department of Transportation Specifications, Cedar County Policies and Procedures, and general state code provisions affecting the department. The employee must possess superior public relations skills for dealing with complaints and work requests in person and on the telephone.

### **ESSENTIAL JOB FUNCTIONS**

The following functions are considered essential to the performance of the job of an Assistant Engineer:

1. Prepares plans and estimates for construction projects.
2. Supervises the inspection of construction projects to insure the contractor's compliance with appropriate plans and specifications.

3. Administers construction projects by completing necessary forms, pay vouchers, field books, and correspondence.
4. Performs planning and layout work, including field survey, for county construction and maintenance projects.
5. Performs public relations work with contractors and the public.
6. Assists with maintenance projects by offering technical advice on repairs, pipe replacements and general procedures. Provides survey and staking as needed.
7. Driving: The employee may be asked to drive alone or with others to meetings that are deemed in the best interest of the employee by the County Engineer and Assistant Engineer. Employee should maintain a valid Iowa Driver's license and be insurable.

NOTE: Management has the right to add or change duties at any time. The duties listed above and below are not inclusive of all tasks that employees of this classification may be required to perform.

### **MARGINAL JOB FUNCTIONS**

Employees of this classification may be assigned one or more of the following tasks on an as needed basis:

8. Run office errands to pick up office and computer supplies, drop off mail, arrange for shipping of parts, equipment, or other items, either on foot or by driving county vehicles.
9. Lifting, carrying, and storing county records in designated storage areas. This type of work may require lifting and carrying loads of up to 75 pounds.
10. Other duties as assigned by the County Engineer.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Individuals must possess the knowledge, skills, and abilities, or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some combination of skills and abilities. The individual must also possess the necessary physical requirements, with or without the aid of mechanical devices, to safely perform the essential functions of the job.

1. Superior communication skills to greet members of the general public, other county officials, vendors and others doing business with the County Engineer's Office. These communication skills should include a clear voice on the telephone and a pleasant manner for meeting persons face to face who come to the counter or office door to do business with the Secondary Road Department. The employee spends a significant amount of

time in conversation with co-workers, contractors and the public. Public relations is an important part of this position.

2. Superior verbal and writing skills to allow the employee to prepare correspondence, board resolutions, ordinances, and policies, take clear and concise telephone messages, process work orders for maintenance and engineering staff.
3. Employee must have superior cognitive skills to be able to perform complex and precise calculations, detail plans, and be able to select, read, understand, and apply appropriate design standards.
4. Employee must be capable of continuous mental concentration and visual attention. Employee will be called upon to work under some pressure, deal with difficulties independently, and deal with changes in priorities that may occur suddenly.
5. Ability to grasp, lift, manipulate and/or carry items weighing up to 75 pounds on occasion.
6. Ability to work with personal computers and workstations to do word-processing, spreadsheets, and utilize appropriate engineering software. Understanding of computer file management and use is essential.
7. Knowledge in using and caring for precision surveying and inspection instruments.
9. Sufficient visual acuity to read correspondence from the county engineer, assistant engineer, and other staff members and process and route mail to appropriate staff members.
10. Ability to learn and perform all essential job functions accurately and safely with minimal direct supervision within 6 months of beginning employment with the Secondary Road Department.
11. Ability to perform the essential functions of the job for a 7.5 hour shift with two fifteen minute breaks and a one half hour lunch period. Employee should be aware that overtime work may be required based upon the needs of the department.
12. Ability to understand and follow complex verbal and written instructions from supervisory staff.

## **SUPERVISION REQUIREMENTS**

Employees of this classification may supervise full and part time secondary road staff members including engineering, administrative, and maintenance employees.

## **QUALIFICATION STANDARDS**

1. High school graduation or equivalent and completion of a Bachelor's Degree program in Civil Engineering from an ABET certified institution. Individuals must have, or be able to obtain within six months, certification as an engineer intern. Professional engineer's license preferred.
2. A valid Iowa driver's license.