

JEFFERSON COUNTY ENGINEER JOB DESCRIPTION

Job Summary

The County Engineer is responsible for administration, planning, direction, coordination, and supervision of the Secondary Road Department staff and the Secondary Road System. This includes supervision of construction, maintenance, and engineering of all Secondary Roads and related services. This shall be done in a manner designed to achieve the best possible quality of design, services, and materials at the most reasonable cost.

Requirements

- Registration as a Professional Civil Engineer in Iowa (or obtain Iowa Certificate of License as a Professional Engineer within six months of starting position).
- Valid driver's license and insurable under the County's auto insurance policy.
- Read, write, and speak and understand the English language.
- Communicate clearly in person, written, public meetings, public presentation, virtual meetings, and over the telephone.

General Job Duties

- Develop annual department budget and County 5-year program in accordance with the Iowa Code and Iowa DOT and Federal regulations. Regularly review expenditures and provide supervisors recommendations to meet departmental needs.
- Provide engineering services that include planning studies, surveys, plan preparation, design, and material testing, and contract construction and maintenance in compliance with state and federal specifications.
- Maintain County roads, bridges, and other infrastructure assets.
- Retain consultant engineer services using the Qualifications Based Selection (as required based on staff technical skill and availability).
- Bid and manage construction contracts.
- Conduct field inspections of construction contracts and general inspections of roads and bridges. Provide direction and management of field activities to assure timely completion and optimum level of service to the public.
- Analyze road deficiencies to perform short and long range planning for road design, and maintenance projects.
- Keep County roads and signage up to current safety standards.
- Develop and maintain engineering staff committed to quality service and teamwork. Apply County policies in a fair and consistent manner. Ensure compliance with labor law.
- Maintain a positive public image for the department through proper management and direction of all activities, while ensuring goals and objectives are met.
- Other duties as assigned.

Essential Job Functions

- Administer programs and supervise work of others.

- Clearly communicate with the Board of Supervisors, County residents and landowners, and County staff.
- Maintain accurate records and prepare clearly written reports, calculations, drawings, and other engineering deliverables.
- Identify and resolve project issues, including changes to scope.
- Meet stressful project deadlines and make necessary changes in priorities.
- Ability to work in hot, cold, wet, dusty, dirty, noisy, and fummy conditions.
- Ensure financial well-being of department. Establish and monitor department and project budgets.
- Able to work occasional irregular hours – subject to call 24 hours/day.

Qualities and Skills

- Ability to train, motivate, and direct others.
- Ability to establish and maintain effective working relationships with Supervisors, staff, other county employees, and outside entities.
- Knowledge of public works bidding and contracting.
- Knowledge of engineering principals and local practice.
- Knowledge of public works management and administration.
- Knowledge of safety standards and skills.
- Knowledge of Iowa DOT and Federal regulations regarding design, construction, and maintenance of roads and bridges.
- Ability to communicate with other cultures.
- Problem solving, decision-making, adaptability/flexibility, and stress tolerance in a highly visible public environment.
- Always conduct self in an ethical, professional, and respectful manner.

Jefferson County is an Equal Opportunity Employer. We conduct pre-employment drug tests and background checks. In compliance with the American with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective applicants to discuss potential accommodations with the County.