



CULLMAN COUNTY COMMISSION

JOB DESCRIPTION

JOB TITLE: Assistant County Engineer
DEPARTMENT: Road
REPORTS TO: County Engineer

FLSA CLASS: Exempt
PAY GRADE: EX1-Classified
Pay Based on Qualifications and Experience
POSTING DATE: 10/15/2024

NOTE: Statements included in this description are intended to reflect the general duties and responsibilities of this job and are not interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included. Management retains the discretion to add or change the duties of this position at any time.

RELATIONSHIPS

Subordinate Staff: As determined by the County Engineer
Internal Contacts: County Commission, Other County Employees, Probate Court, Sheriff’s Office Employees
External Contacts: General Contractors; ALDOT Officials; Public Utilities; Vendors; State Troopers; Federal Agencies; General Public

SUMMARY

The employee performs technical, administrative, and professional engineering work in the location, design, construction and maintenance of highways and other structures. Employee receives general direction on most assignments and uses own initiative in solution of details. Work is reviewed by the County Engineer. Pay will be determined from the State’s Civil Engineer I Pay Scale based on experience and license.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities of this position include, but are not limited to, the following. Other duties may be assigned.

Engineering

- Performs or assists to plan and design proposed road and bridge projects and priorities.
- Performs or assists to investigate complaints, requests, or other contacts with the public.
- Attends meetings as directed by the County Engineer.
- Attends bridge inspection and bridge inventory training meetings.
- Performs field-testing of construction materials.
- Ensures that contractors build structures according to local, state and federal specifications.

Drafting

- Ensures utility lines are located prior to plan preparation for roads and bridges.
- Prepares resurfacing and widening plans for road projects.
- Prepares bridge plans for bridge projects.
- Prepares plans for resurfacing on county road projects.
- Prepares road location maps and district line maps.
- Prepares bridge location maps.

Calculations and Computations

- Calculates quantities for unit items for resurfacing and widening projects.
- Calculates quantities for unit items for bridge and culvert projects.
- Calculates and computes drainage areas for roadway pipes and bridges.
- Calculates quantities for unit items for base and pave projects.

Surveying

- Performs or conducts field surveys for road and bridge projects.
- Performs traffic counts on various highways.

Filing and Records Management

- Maintains up-to-date computerized bridge inventory.
- Maintains records of federal, state and county roadways and bridges.
- Prepares equipment and labor costs for bridge and engineering department.
- Maintains records of maintenance material used on roads.
- Maintains current contract files and county project files.

Miscellaneous

- Inspects construction signs.
- Coordinates placement and installation of road signs.
- Corresponds with state and federal agencies on projects.

KNOWLEDGE, SKILLS AND ABILITIES (* may be acquired on the job)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required.

EDUCATION/EXPERIENCE

- Possession of a B.S. degree in Civil Engineering required. Experience in the maintenance and construction of highways and bridges preferred.

ADMINISTRATIVE and/or TECHNICAL SKILLS

- Knowledge of the modern principles, and materials of civil engineering as applies to the design, construction, operation and maintenance of county roads and bridges.
- Math skills to use engineering formulas and perform survey design.
- Writing skills to prepare engineering and technical reports and correspondence.
- Reading skills to comprehend plans, specifications, and regulations.
- Ability to communicate effectively with co-workers, subordinates, the general public and state and local officials and professionals.

LICENSES and CERTIFICATIONS

- Possess certification from the State as an Engineering Intern or a Licensed Professional Engineer in Alabama. Preference will be given to Licensed Professional Engineers.
- Possess a valid Alabama Driver's license and have a driving record that meets standards set by the county's insurance carrier.
- Posses or obtain within 2 years of employment a Certified Bridge Inspector License.
- Must keep all licenses and certifications up to date.
- May be required to possess additional certifications

OTHER SKILLS and ABILITIES

- Knowledge of county road system preferred.
- Knowledge of rules, regulations, policies, and procedures of county government.
- Willing to travel to attend state, regional and national meetings, conferences, and seminars as required by the County Engineer.
- Willing to work overtime, non-standard hours, or weekends as required by the County Engineer.

PHYSICAL DEMANDS

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

WORK ENVIRONMENT

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carats, or machines; with contagious diseases or irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

Employment applications are available on our website at www.co.cullman.al.us , or from the Personnel Department at the Cullman County Courthouse, 500 2nd Ave SW-Room 109, Cullman, AL 35055.

Completed employment application, with current resume must be returned to the Cullman County Commission Personnel Department. May be delivered in person or:

Mailed to: 500 2nd Ave SW, Cullman, AL 35055

Emailed to: personnel@co.cullman.al.us

Faxed to: (256) 775-4670

The Personnel Department may be contacted at (256) 775-4884

Applications will be taken from 8:00 am Tuesday, October 15, 2024 until position is filled. Posted for a minimum of 7 days).

Cullman County Commission is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or any other protected status.