

**POSITION DESCRIPTION
COUNTY OF FAYETTE, INDIANA**

POSITION: County Highway Engineer/Director of Highway Highway
DEPARTMENT: Highway
WORK SCHEDULE: 7:00 a.m. – 3:30 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: Dec 2018
DATE REVISED: Dec 2018

STATUS: Full-time
FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Fayette 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 the accommodation would cause undue hardship.

Incumbent serves as County Highway Engineer/Director of Highway for the Fayette County Highway Department, responsible for administering Department operations and providing and maintaining public infrastructure and capital improvements to roads, bridges, and drainage systems within Fayette County.

DUTIES:

Supervises and directs assigned personnel, including administering personnel programs and procedures, periodically analyzing workload of department, interviewing and making hiring decisions, providing orientation and training, planning, delegating, and controlling work assignments, evaluating performances, determining significant changes in job responsibilities, reviewing salaries and recommending personnel actions, such as promotion, transfer, or demotion, and maintaining discipline and recommending corrective actions as warranted.

Oversees Department daily operations, including developing, writing, and implementing Department policy.

Plans, develops, and administers capital improvement projects for roads, bridges, drainage systems, and other public infrastructures. Maintains long range work plans/schedules and oversees preparation of construction plans, specifications, and on-site surveys.

Prepares and publishes a County-wide inventory and classification of the County Highway System, ensuring total County Federal Aid Secondary System is included in the County primary or arterial system of roads.

Prepares and maintains a perpetual inventory of all bridges and culverts serving the County Highway System, including location, dimensions, condition, and year of construction of all bridges and major culverts.

highway/engineer

Prepares and publishes standards of design, construction, and maintenance of the County arterial, feeder, and local roads that make the best and most economical use of local road materials.

Prepares a long-range County-wide program of road and bridge construction and improvements with proposed projects arranged in order of priority and covering a period of four (4) years.

Investigates requests and petitions for road or bridge improvements received by the Board of Commissioners or at public hearings and makes recommendations to the Commissioners accordingly.

Prepares surveys, designs, plans, and specifications for all County road and bridge construction projects, prepares contracts, and advertises for bids.

Oversees and monitors progress of construction and materials inspection of all County road and bridge construction projects, informs Board of Commissioners of the status of construction work, and certifies completed construction projects.

Develops a County-wide program of traffic safety that provides for traffic control signs, signals, and speed limits, warning protection at railroad crossings, load limits, and detour routings.

Inspects and approves construction of subdivision streets to be taken into the County Highway System and recommends appropriate action to the Board of Commissioners.

Prepares engineering estimates and makes recommendations to the Board of Commissioners concerning materials and equipment needed in the annual budgeting of both construction and maintenance funds.

Responds to inquiries and complaints from the public and other County departments regarding transportation, road conditions, drainage concerns, and construction. Provides information and assistance, implements corrective measures, and/or directs individuals to appropriate department or personnel.

Maintains regular communication with County commissioners, elected officials, legal counsel, local governments, and other County departments. Serves as technical advisor and member on select boards and committees.

Oversees and administrates Department budgets and reviews/approves budgets, purchase orders, and payment of claims.

Compiles data for grants and federal aid and completes/submits required applications. Monitors federal aid projects during all phases, from inception through completion.

Maintains current knowledge of engineering standards and practices, and applicable State and County codes through continuing education and frequent reference to legal updates, manuals, and periodicals. Periodically attends conferences/seminars.

Serves on 24-hour call for emergencies.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree in Engineering.

Professional Licensed Engineer in the State of Indiana.

Must be at least 21 years of age.

Thorough knowledge of federal, state, and local codes and ordinances and ability to apply safety rules and regulations as required.

Thorough knowledge of County infrastructure and civil engineering design principles, practices, and techniques, and ability to oversee progress of ongoing projects to ensure quality work under established specifications and guidelines.

Thorough knowledge of accounting principles and practices, budget administration, and resource allocation and planning, and ability prepare and administer Department budget and maintain complete financial records.

Complete knowledge of County road system and physical and political geography of Fayette County.

Working knowledge of standard office procedures and specialized computer software programs, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to compose correspondence and news releases and prepare proposals, grant applications, and detailed written reports.

Working knowledge of personnel management and conflict resolution, and ability to direct operations, provide leadership, and supervise staff accordingly.

Knowledge of standard filing systems and ability to create and maintain Department files.

Ability to operate standard office equipment, including computer, calculator, copier, fax machine, telephone/cell phone, plotter, survey instruments, and specialized software.

Ability to effectively communicate orally and in writing with co-workers, other County departments, County Commissioners, County Council, elected, state and federal officials, Indiana Department of Transportation (INDOT), Federal Highway Administration (FHWA), Local Technical Assistance Program (LTAP), and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

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

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

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

Ability to compute/perform arithmetic operations/calculations/measurements.

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

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

Ability to work independently and with others in a team environment, often under pressure from formal schedules and deadlines, and on several tasks at the same time.

Ability to identify steps necessary to reach objectives, define practical courses of action, and put into effect changes in policies and procedures.

Ability to apply knowledge of people and locations, plan/coordinate work projects, and read/interpret detailed blueprints/specifications/layouts/maps.

Ability to maintain positive public relations, plan/present public speaking engagements, and serve as Department representative at meetings/events.

Ability to regularly work extended hours and/or evenings, occasionally work weekends, and occasionally travel out of town for meetings/conferences, sometimes overnight.

Ability to serve on 24-hour call for emergencies.

Possession of a valid Indiana driver's license and a demonstrated safe driving record, and ability to be insurable to drive assigned vehicles under the County's insurance policy.

II. DIFFICULTY OF WORK:

Incumbent performs extremely complicated/non-standard duties, spending the majority of his/her time with short-term and long-range planning, policy implementation, and providing quality service/safety to the public. Incumbent establishes own standards of performance, limited only by governmental regulations and County policies and budgets.

III. RESPONSIBILITY:

Incumbent makes direct and highly technical decisions in planning, developing, and executing upgrades/improvements to roads, bridges, and drainage systems within the County. Incumbent requires only administrative direction in performing duties, with work reviewed periodically for attainment of objectives. Incumbent regularly makes decisions in the absence of policy. Incumbent's decisions can be overruled by the Board of Commissioners.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, County Commissioners, County Council, elected, state, and federal officials, INDOT, FHWA, LTAP, and the public for purposes of maintaining cooperative work relationships, executing policies, resolving problems, and maintaining coordination of Department operations.

Incumbent reports directly to Board of Commissioners.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and outdoors, involving sitting/walking at will, sitting for long periods, driving, lifting objects weighing 25 to 50 pounds, bending, reaching, crouching/kneeling, color and depth perception, close and far vision, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent is frequently exposed to normal hazards associated with road maintenance/construction, such as heavy equipment, traffic, dirt, dust, vehicle fumes, noise, extreme temperatures, rough terrain and wet/icy conditions. Safety precautions must be followed at all times to avoid injury to self or others and protective gear must be worn according to Department policy. Incumbent maintains frequent contact with the public and may be exposed to irate/hostile persons.

Incumbent regularly works extended hours and/or evenings, occasionally works weekends, and occasionally travels out of town for meetings/conferences, sometimes overnight. Incumbent serves on-call and occasionally responds to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of County Highway Engineer/Director of Highway for 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 or Type Name