



POSITION DESCRIPTION

2022

Position Title:	Assistant to County Engineer	Department:	Public Works
Pay Level:	16	FLSA:	Non-Exempt
Date:	February 2022	Reports To:	Public Works Director/County Engineer

PURPOSE OF JOB:

The Assistant to County Engineer is responsible for a broad range of duties providing assistance to the County Engineer in administration, supervision, and directing activities of the Engineering Department to ensure smooth operations. Oversees construction and maintenance projects through all phases, from early concept, funding, design, construction, and project closeout. Directs multiple projects simultaneously.

SCOPE OF JOB:

The Assistant to the County Engineer works independently using professional standards under the general direction of the County Engineer. Responsible for the quality and timeliness of work performed. Represents the Engineering department in the absence of the County Engineer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Work is performed in accordance with applicable federal, state, and local laws and the accepted standards and practices of public administration and safety.

The Assistant to County Engineer supervises and evaluates assigned staff.

- Assists with matters of hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment and reward;
- Directs departmental work assignments;
- Assists with employee concerns and may counsel/discipline employees, under the direction of the department director;
- Ensures on-going employee training and development; ensures that employees obtain/renew appropriate certifications; ensures self and staff are obtaining appropriate continuing education;
- Directs activities of workers engaged for assigned staff; trains staff in proper methods; informs on new policies; reviews work to ensure consistency;
- Prepares and approves performance evaluations of assigned employees as scheduled; ensures staff have appropriate certifications.

Carries out specific duties associated with the position.

- Administers the technical elements of improvements to the highway system including, but not limited to, grading, bridges, roadway, and drainage systems;
- Directs the design and preparation of construction plans for rural and municipal projects;
- Directs and supervises construction survey and data collection for projects;
- Designs horizontal and vertical alignments, pavement sections, utilities, grading and earthwork for various roadway projects; balances dirt cuts and fills; designs drainage structures, open ditches, and erosion control; tabulates project quantities;
- Submits plans to County Engineer for approval; makes changes; prepares project cost estimates; researches courthouse records for property ownership, liens, mortgages, and existing easements; writes descriptions for easements; negotiates right-of-way with property owners;
- Coordinates and conducts pre-construction conferences for projects;
- Directs and/or inspects construction projects; monitors contractor work to ensure conformance with plans, special provisions, and specifications; interprets special provisions and specifications,

as necessary; resolves conflicts between inspectors, contractors, Township officials, and property owners; recognizes and addresses construction zone hazards; ensures that change orders and cost overruns are minimized on projects;

- Prepares various reports and documents as needed or required;
- Collaborates with City and Township staff and elected officials in order to reach agreement and/or resolution on project matters;
- Collaborates and corresponds with other County offices and the general public on a wide variety of Highway Department topics;
- Assists with preparation of annual reports and updates for the state
- Performs other related duties as assigned or as needed

Performs work based on expected standards.

- Exercises teamwork with other county employees and management in carrying out the shared mission of serving the public;
- Follows workplace safety rules and notifies management of observed risks in a timely manner;
- Maintains the confidentiality of data that is protected by law.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

The job requires an Associate Degree in Civil Engineering or Construction Management or a related field with a minimum of six (6) years of experience in engineering, surveying, construction management, or a related work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

Must have or be able to obtain the following certifications:

- Within one (1) year of hire – Aggregate Production, Grading and Base 1 & 2, Concrete Field 1 & 2, Bituminous Street 1 & 2;
- Within two (2) years of hire – Concrete Plant 1, Bituminous Plant 1, Bridge Construction, Stormwater and Erosion Control (Construction Installer/Construction Site Manager/SWPPP Design), and Safety Inspection of In-Service Bridges.

Ability to obtain Bridge Inspection Team Leader status is desired. The job requires a valid driver's license in order to complete field work, attend local and regional meetings, and appointments. Previous supervisory experience preferred.

KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

- Knowledge of the engineering principles for highway, bridge, and hydraulic design;
- Knowledge of principles, practices, and procedures of highway equipment operation and maintenance, surveying methods and techniques, construction methods and materials, and traffic control systems and devices;
- Knowledge of federal, state, and local laws, design standards, rules and regulations relating to infrastructure construction, maintenance, and land acquisition;
- Knowledge of federal and state aid funding programs and methods of obtaining project approvals;
- Knowledge of public administration, personnel administration, management techniques, current organization practices, union contracts, and County practices, policies, and procedures;
- Ability to operate a variety of machines and equipment including a PC, Microsoft Office suite, CADD and other various engineering specific software, survey instruments, electronic field notebook, level, range pole, prism, digging hand tools, and measuring devices;
- Ability to efficiently utilize time and resources available to complete tasks and meet tight deadlines; ability to multitask between diverse duties; ability to manage workload assignments of direct staff and cooperate with third party partners to meet goals;
- Ability to select and develop competent personnel to staff the Department;
- Ability to evaluate assigned staff; manage employee concerns; provide departmental employee training and development; direct work assignments; and counsel or discipline employees when necessary;
- Ability to develop and implement department goals and objectives;

Nobles County Position Description – Assistant to County Engineer

2022

- Ability to develop and implement department policies and procedures;
- Ability to communicate effectively, orally and in writing, and have good public relations skills;
- Ability to establish and maintain effective working relationships with others;

- Ability to handle unpredictable situations in public dealings in a manner which represents Nobles County and the Department in a positive fashion.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

The Assistant to County Engineer must be physically able to operate a variety of office machines and field equipment, including, but not limited to: computer, calculator, facsimile machine, printer/copier/scanner, telephone, pickup truck, automobile, personal protection gear, radio systems, electronic survey equipment and data recorder, level instruments, range poles, prisms, digging hand tools, and measuring devices. The Assistant to County Engineer must be able to move or carry job related objects or materials up to 60 pounds and must be physically capable of reaching to obtain various books, boxes, tools and equipment, etc.

Physical demand requirements are a variable blend of sedentary or office environment work up to those of medium duty work. The Assistant to County Engineer must be physically capable of performing a variety of potentially hazardous field work including, but not limited to; stooping, kneeling, crouching, crawling, climbing, and balancing for the purpose of inspecting culverts, bridges, roadways, ditches, etc. Occupational exposure may include, but is not limited to: allergens, inclement weather conditions, water, hazardous agents, electrical currents, heights, uneven flooring and ground, moving parts of machinery and equipment and moving traffic. There is intermittent exposure to working and driving in inclement weather.

Signature

Supervisor's Signature

Date

Date

Nobles County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.



**FULL-TIME EMPLOYEE
ASSISTANT TO COUNTY ENGINEER – PUBLIC WORKS**

EVALUATION

1. Performance evaluation at 30 days.
2. Performance evaluation by the end of the probationary period.
3. Performance annually and pay evaluation prior to each step increase.

PAY STEPS (Level 16 Pay Range)

Beginning pay	\$35.25/Hour
After 12 more months	\$36.40/Hour
After 12 more months	\$37.56/Hour
After 12 more months	\$38.70/Hour
After 12 more months	\$39.84/Hour
After 12 more months	\$40.99/Hour
After 12 more months	\$42.14/Hour
After 12 more months.	\$43.28/Hour
After 12 more months	\$44.43/Hour

All pay steps are subject to acceptable performance evaluations, review and certification by the County Administrator. All employees are paid every other Friday.

PROBATION

The probationary period on employment is 6 calendar months for full-time employees. A probationary period is established as a qualifying period during which the Agency and the employee evaluate each other to determine if they each have a continuing interest in employment. Note: The length of probation may be extended by mutual consent when there are unresolved performance issues.

ANNUAL LEAVE (A/L)

It is the policy of Nobles County to provide employees necessary paid time away from work. Maximum accrual at the end of a calendar year is 480 hours for a full-time employee. Annual Leave is accrued on a prorated basis (hours worked).

Years of Service	Exempt	
	Annual Accrual	Bi-Weekly Accrual
0 – 2 years	160 hrs	6.154 hours
3 - 5 years	168 hrs	6.462 hours
6 - 10 years	192 hrs	7.385 hours
11 - 15 years	224 hrs	8.616 hours
16 - 20 years	256 hrs	9.847 hours
21 or more years	288 hrs	11.077 hours

HOLIDAYS

There are 10 paid holidays per year:

New Year's Day	Martin Luther King Day	President's Day
Memorial Day	Independence Day	Labor Day
Veteran's Day	Thanksgiving Day	Day after Thanksgiving
	Christmas Day	

PENSION

Public Employee's Retirement Association:

6.50% of the employee's gross income; 7.50% matched by the County

Social Security:

7.65% of the employee's gross income; 7.65% matched by the County

2023 INSURANCE Core Benefits include:

< **Health insurance** is offered through Public Employees Insurance Program referred to as PEIP.

Employees can choose from three networks and three benefit plans.

< **Dental insurance** pays 100% of Diagnostic and Preventive costs and 80% of Basic Services with a \$50 deductible with a maximum annual benefit of \$1,000.

< **Life insurance** is \$25,000, doubled for accidental death or dismemberment (available for the employee only). Additional life insurance is available.

Employees can waive the core benefits but the county contribution is then forfeited. Individual selection is permitted at employee expense.

2023 employee coverage cost: 24 pay periods

(Rates include single dental and life insurance)

<u>HEALTH INSURANCE</u>	<u>Individual</u>	<u>Single + Spouse</u> <i>(Rates include individual)</i>	<u>Single + Children</u> <i>(Rates include individual)</i>	<u>Family</u> <i>(Rates include individual)</i>
Advantage Plan – VEBA	\$156.07	\$630.57	\$540.07	\$679.71
Value Plan – VEBA	\$96.78	\$488.25	\$415.58	\$521.18
HSA Compatible Plan – VEBA or HSA	\$0.00	\$207.48	\$169.94	\$208.43

- Notes:**
1. The above table reflects the employee cost based on **24 pay periods** after the county contribution has been applied.
 2. The county contribution includes a monthly contribution to the VEBA or HSA account of \$200.00 for Single coverage or Single+Spouse or \$315.50 for Family or Single+Children coverage.
 3. Part-time benefits are pro-rated
 4. Employees may waive Health, Dental & Life Insurance
 5. If the core benefits are waived the county contribution is forfeited.
 6. Family Dental is available for \$47.29/24 pay periods.
 7. New employees are eligible for insurance on the 1st of the month following the month of employment.

OTHER BENEFITS:

- Voluntary Vision, Term Life, Long Term Disability, Short Term Disability, Accident, Critical Illness and Hospitalization group insurance plans
- Deferred compensation
- Section 125 – Flexible Spending Accounts

- (1) All benefits pay and other information presented is accurate on the day it was presented and does not constitute a promise of future benefits, establish a contract or create a commitment to do any particular thing.
- (2) Nobles County reserves the right to change policies, practices, or conditions expressed in this document without notice as the County deems appropriate. Nobles County management may vary from all written and unwritten policies and practices if, in its opinion, the circumstances require.