

Pocahontas County, Iowa, is seeking qualified applicants for the position of Assistant County Engineer.

A professional engineer in the State of Iowa is preferred, but Pocahontas County will consider applicants who are completing a course of study in a related field.

The Assistant County Engineer assists the County Engineer in the administration of daily activities of the Secondary Road Department. Duties include the administration of drainage districts, preparing reports; preparing plans; overseeing work performed by contractors; supervising employees; overseeing new construction; overseeing maintenance operations; maintaining files; performing field surveys; testing materials; and performing additional engineering services as assigned by the County Engineer.

Salary is negotiable depending upon experience and qualifications.

Applications may be found at <http://pocahontascounty.iowa.gov/>. Position shall remain open until filled. Pocahontas County is an EOE.

Forward application materials to:

Pocahontas County Board of Supervisors
99 Court Square
Pocahontas, IA 50574

POCAHONTAS COUNTY, IOWA

POSITION DESCRIPTION

Position: Assistant County Engineer

Reports to: County Engineer

Department: Secondary Roads

Date: March 2022

PURPOSE OF POSITION

Assists the County Engineer in the administration of daily activities of the Secondary Road Department. Duties include preparing reports; preparing plans; overseeing work performed by contractors; supervising employees; overseeing new construction; overseeing maintenance operations; maintaining files; performing field surveys; testing materials; and performing additional engineering services as assigned by the County Engineer. May also assist the Drainage Clerk as needed.

ESSENTIAL DUTIES

The following duties are normal for this job. This list is not all-inclusive. Other duties may be required and assigned.

Prepares and lays out field work for survey and inspection teams.

Stakes construction projects (road and minor Drainage District) for in-house or outside contractors using surveying tools and equipment.

Surveys construction work on local bridges and roadways. Sets line and grade stakes for construction projects; searches for monuments; measures distances; operates surveying equipment; and performs other surveying tasks as required.

Prepares plans, reports, and records, including weekly working day reports; reports required by state department of transportation; plans for bridge, highway and minor Drainage District construction; inspection reports; field data books; material certifications; pay vouchers for contractors; and easements and plots for right-of-way purchases.

Determines right-of-way needs for specified design criteria.

Designs roads, bridges, drainage structures and drainage ditches using computer aided design (CAD) techniques.

Drafts drawings or sketches for project development, surveying or inspection work.

Operates surveying equipment to gather information for construction design.

Performs preliminary and construction field survey work for road, bridge and minor Drainage District construction and repair projects.

Gathers and tests samples of roadway materials.

Performs a variety of administrative duties, including answering phones; making copies; faxing documents; preparing documents and reports; and maintaining records and files.

Performs some public relations duties, including responding to questions and complaints from the public in person, by telephone or by written correspondence.

Supervises assigned staff.

Prepares pay estimates, resolves disputes, and monitors the progress of all contracted work to ensure timely completion and compliance with Federal, State, and local mandates.

Attends and participates in seminars, conferences, and meetings to exchange information relate to professional development or constructions projects; may make presentations.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that he or she can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of knowledge, skills and abilities.

Knowledge of land surveying methods associated with road and bridge construction.

Knowledge of the methods, materials, and procedures involved in road and bridge construction.

Knowledge of local, State, and Federal laws, codes, regulations, and ordinances.

Knowledge of Iowa DOT specifications and design aids.

Understands project management principles and practices.

Knowledge of civil engineering concepts and practices.

Proficiency at computer aided drafting and design techniques and related computer software and equipment.

Ability to read road and bridge construction plans.

Ability to safely operate a variety of tools and equipment associated with surveying and inspection of road and bridge construction projects, including motor vehicle; air meter; beam breaker; survey equipment; and picks, shovels, and hand tools.

Ability to perform and analyze results of standard concrete tests.

Ability to read, analyze, and interpret sources of technical information, including scientific and technical journals and legal codes, regulations, standards, and specifications.

Ability to use computer aided drafting and design software. Ability to operate computer and related engineering software.

Ability to safely perform a variety of physical tasks associated with surveying and inspection of road and bridge construction projects, including walking, crawling, crouching, stooping, and kneeling; pushing, pulling, lifting, and carrying objects weighing up to 50 pounds; and using hands and arms to reach and grasp tools and controls.

Ability to write reports and notes and maintain detailed records.

Understands work safety policies, procedures, and practices.

Understands OSHA standards and regulations.

Ability to communicate effectively, both in person and in writing.

Ability to safely work in the presence of airborne particles and toxic or caustic chemicals.

Ability to safely climb ladders and work at unprotected heights of up to 25 feet.

Knowledge of advanced mathematics associated with engineering and surveying functions, including algebra, geometry and trigonometry, and the ability to accurately calculate percentages, area, circumference, and volume.

Ability to follow written, verbal, and diagrammatic instructions.

Ability to establish effective working relationships with managers, co-workers, other department and county personnel, and the public.

Ability to maintain all required licenses, registrations, and certifications.

ENTRY REQUIREMENTS

Bachelor of Science degree in Civil Engineering or related field and two years experience in a similar position; OR currently enrolled in an engineering program or related field.

Possession of Construction materials testing certifications from the Iowa Department of Transportation and Fundamentals of Engineering (FE) Certificate OR the ability to receive the certifications within one-year of employment.

WORK ENVIRONMENT

Work is performed both in an office setting and outdoors. Outdoor work environment may involve exposure to extreme temperatures, adverse weather conditions, moving machinery, noise, dust, vibrations, and fumes.