

JOB OPPORTUNITY – CLAYTON COUNTY

COUNTY ENGINEER

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

Position requires a Professional Engineer in the State of Iowa.

The County Engineer is responsible for the overall planning, direction, coordination, and supervision of the County Secondary Roads Department, including the effective, safe, and efficient construction, maintenance, and engineering of all county secondary roads and related services.

Salary is negotiable based upon experience and qualifications.

Applications may be found at www.claytoncountyiowa.gov.

Forward application materials to the Clayton County Auditor, Attn: Jennifer Garms, 111 High St NE – Suite 102, Elkader, IA 52043 or email jmgarms@claytoncountyiowa.gov.

Applications will be accepted until the position is filled. An initial viewing of applications will take place on July 28, 2022.

Clayton County is an Equal Opportunity Employer.

CLAYTON COUNTY, IOWA

JOB DESCRIPTION

JOB TITLE: County Engineer

DEPARTMENT: Engineer/Secondary Roads

PREPARED DATE: July 14, 2022

SUMMARY: Under the direction of the County Board of Supervisors, the County Engineer is responsible for the overall planning, direction, coordination, and supervision of the County Secondary Roads Department, including the effective, safe, and efficient construction, maintenance, and engineering of all county secondary roads and related services.

EDUCATION AND EXPERIENCE: Candidate should be organized and focused with the ability to multi-task while being interrupted in the pursuit of daily assignments. Candidates should have experience and/or schooling which demonstrates the ability to perform the work. This includes:

- Bachelor of Science degree (B.S.) in Civil Engineering
- Four (4) years of professional engineering experience (experience with Iowa Department of Transportation project development preferred).

LICENSES AND EXPERIENCE:

- Valid Iowa Driver's License
- Iowa Professional Engineer License
- Iowa Land Surveyor license is desired

ESSENTIAL DUTIES AND RESPONSIBILITIES

These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

1. Must receive, review and understand the policies of the county as set forth in the Employee Handbook and agree to abide by those terms and conditions.
2. Ability to work under pressure and meet deadlines.
3. Must be capable of regular and predictable attendance in order to perform assigned tasks.
4. Ability to proficiently operate general office equipment, such as a computer (including Microsoft Word, Excel, and Outlook), copy machine, fax machine, postage machine, and telephone.
5. Receives and responds directly to the public through calls, emails and personal visits or contacts on various issues of concern or complaints.
6. Supervises the design of County construction projects for grading, bridges, culverts and drainage including right-of-way; instructs staff on procedures for repair of roads, bridges, drainage and culverts; administers construction and maintenance project contracts.
7. Prepares and implements a 5-year road construction program as approved by the Board of Supervisors;
8. Evaluates roadways, bridges, traffic safety, and rights of way to identify maintenance/repair and operational needs; and recommends project priority/scheduling.
9. Directs the maintenance of statistical, financial, and control records relating to costs, work schedules, supplies, and equipment; and prepares budgetary requests and reports.
10. Coordinates construction projects between the county and public or private agencies.
11. Approves entrance permits, oversize permits, utility permits, and work in right-of-way permits.
12. Reviews surveys and subdivision plats submitted to the County.
13. Coordinates County Engineer functions with other county departments and negotiates engineering consultant service agreements.
14. Performs or delegates the preparation and administration of a budget for the engineer's office and the road maintenance department;
15. Inspects construction and maintenance work to ensure compliance with approved plans and specifications; and design of road and bridge improvements, traffic ways, and public highway projects and structures.

16. Develops and implements departmental goals and objectives, policies and procedures, methods and standards, and improvements to enhance effectiveness and efficiency.
17. Strives to create, develop, and maintain effective and positive public relations within the community, County, and the State; serves as a direct rep
18. Supervises Secondary Roads and Engineering employees in accordance with applicable laws, County policies and procedures and collective bargaining agreements.
 - a. Responsibilities include: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
 - b. Directly or indirectly supervises professional, technical, and road crew employees in the construction and maintenance of county roads and bridges.

WORK ENVIRONMENT: The work environment and the physical demand characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed indoors and outdoors for extended periods of time under a wide variety of weather conditions.
- Work requires walking or climbing on uneven surfaces, standing for extended periods of time, lifting up to 100 pounds.
- Work in the field exposes the employee to adverse weather conditions, vehicle traffic around roadways, moving machinery, noise, dust, vibrations and fumes.
- Protective equipment such as hard-hat, gloves, ear plugs, safety glasses and steel-toed shoes are worn in the field.
- Position requires frequent use of fingers, hands, and close vision.
- Position requires substantial interaction/communication with other employees as well as the general public, vendors, and department affiliates.
- Position may have you lifting up to twenty (20) pounds and occasionally lift items weighing up to fifty (50) pounds with assistance.
- Position may require weekend, early morning, and late night work hours.

SALARY: This position is considered a full-time, exempt position, paid a competitive salary plus standard county benefits.

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