

ENTRY SALARY: \$135,000-\$162,000/year - Woodbury County benefits include: IPERS, (Iowa Public Employees' Retirement System) Health Ins with \$250/Deductible, Free Dental, Life & LTD Insurance, Sick Leave benefits, Vacation, 10 Paid Holidays and 2 Personal Days

Responsible and accountable for the over-all planning, direction, coordination, and control of the County Engineering Department; including the effective, safe, and efficient construction, maintenance, and engineering of all County Secondary Roads and related services; in a manner designed to achieve the best possible quality of workmanship and materials at the most reasonable possible cost, in meeting the needs of County residents and taxpayers for a network of good Secondary Roads. This position is under the direct authority of the County Board of Supervisors.

Essential Functions and Responsibilities:

The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Plans, directs, coordinates, and controls, directly or indirectly, all engineering, maintenance and construction work performed on the County Secondary Roads system, under the administrative direction of the Board of Supervisors.
- Coordinates County road construction activities with other public or private agencies to effect maximum possible cooperation.
- Directs and conducts accurate, complete field surveys to gather information for the planning and preparation of new work.
- Responsible and accountable for the efficient and complete inspection of all construction work performed, to assure conformity to standards and specifications; and responsible, upon completion of work, for the acceptance and preparation of final reports.
- Performs professional engineering designing, testing, and approval functions on all Secondary Roads work.
- Prepares all documents and specifications relative to all construction lettings and Engineering Department equipment needs, and carries out, or directs, the purchasing of all authorized equipment, materials, and supplies for the Engineering Department.
- Coordinates the establishment and vacation of County Secondary Roads.
- Responsible for the development of both short and long range plans for construction projects, under the administrative direction of the Board of Supervisors; and keeps the Board informed on all matters relating to present, proposed, and needed work on Secondary Roads or road structures.
- Prepares accurate and complete reports relating to budgets, construction programs, road and bridge plans, and any other required areas.
- Responsible, and accountable, for the effective supervision, training, motivation, development, discipline, and over-all direction of a well-trained, efficient, and capable work force to carry out assigned responsibilities.
- May delegate responsibility, but not accountability, for work performed in County Engineering areas.
- Keeps current on developments within scope of responsibility

- Preserves all governmentally established monuments and section corners
- Strives to create, develop, and maintain, effective and positive public relations within the community, County, and the State; and serves as a direct representative of the County Board of Supervisors on matters relating to assigned scope of responsibility.
- Review and document employee performance in relation to County and department goals and expectations
- Accountable to understand and implement True Speak process
- Performs a variety of other duties related to scope of responsibilities as assigned by the County Engineer
- Attendance is required

Minimum Education and Experience Required to Perform Essential Functions:

- Bachelor of Science Degree in Civil Engineering or a related field from an ABET certified college or university.
- Valid State of Iowa registration as a licensed professional engineer. A land surveyors license is also desirable, but not required.
- Knowledge of Engineering as related to highway design, construction, and maintenance
- Five years of progressively responsible experience in highway and bridge design
- Knowledge of State Code requirements as related to secondary road and county responsibilities
- Knowledge of federal, state, and local safety standards and regulations
- Knowledge of management and budgetary principles
- Knowledge of land surveying related to the scope of responsibility
- Is of good moral character as determined by a thorough background investigation including a search of local, state, and national files
- Have the ability to perform the essential functions of the position as defined in the job qualifications, duties, and responsibilities
- Knowledge of all responsibilities and operating procedures
- Ability to tactfully and effectively communicate with others
- Knowledge of human relations and personal maturity to maintain emotional stability in unusual situations of stress or social interaction pressure
- Ability to interpret and expedite all orders
- Ability to motivate, train, instruct, and supervise personnel
- Candidate for hire must successfully pass a background check, a physical examination by County designated physicians, vision, back screen and drug screen prior to employment.

ALL REQUIRED DOCUMENTS MUST BE SUBMITTED WITH THE APPLICATION OTHERWISE THE APPLICATION WILL NOT BE FORWARDED.

A completed County Application form and a resume are required.

Deadline for receipt of applications shall be: 4:30 p.m., Sunday May 19th 2024, and will remain open until the position is filled.

Woodbury County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities

Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.

Please go to www.woodburycountyiowa.gov and click on jobs to apply.