



Job Summary

The County Engineer role is one of the most critical positions in local government, overseeing nearly 800 miles of roadway—over half of which are paved—more than 200 bridges, and the dedicated team that keeps Dubuque County moving safely every day. Our county's beautiful terrain, vibrant small communities, and rich agricultural landscape make this a uniquely rewarding place to lead.

If you're a licensed civil engineer looking for a leadership role that blends design, infrastructure management, and public service, this is an opportunity to guide a talented team, manage multimillion-dollar capital projects, and help shape the future of transportation in one of Iowa's most dynamic counties.

The salary range for this position is \$134,980.56 to \$185,110.10. Salary will be based on experience and upon Board approval.

The County Engineer is responsible for the efficient, economical, and good-faith performance of all construction and maintenance work per Iowa Code. In charge of Dubuque County assets within the County Right-of-Way. Oversees all maintenance and construction projects (including equipment, personnel, materials, etc). Develops budgets for the entire department, from pens to bridges, and everything in between. Over \$18 million in revenue to maintain/improve almost 800 miles of roadway system and 222 Bridges.

The County Engineer works closely with the Roads Administrative Assistant (claims, payroll, DOT reporting), the Roads Maintenance Superintendent and Assistant (daily operations, snow/ice response, staff supervision), and the Licensed Surveyor-Design Engineer (surveying and design support). These support positions provide continuity and operational strength to the Roads Department.

Essential Functions and Responsibilities

The following duties are primarily performed and are essential for this position. Employees are expected to be able to perform each of these job duties satisfactorily and successfully to be qualified for the position. Other duties may be required and assigned.

Email-Correspondence:

Follows up on inquiries from citizens, project correspondence, communication with State, trainings, communication with other departments, department activities, general communication tool.

Construction Plans:

Prepares and oversees preparation of construction plans and project documents to let out for bid. Provides leadership and oversight of construction of projects from beginning to end. Dubuque County completes a combination of self-performed and contracted work.

Board of Supervisors Communications:

Informs the Board of Supervisors on work being performed and issues that arise, obtains necessary documents and approvals to keep projects and department operations moving forward, enforces policies and ordinances.

Meetings:

Attends various required meetings, planning meetings, trainings, field meet ups with employees or residents.

Maintenance:

Oversees and helps strategize maintenance projects and responsibilities.

Budget:

Prepares and manages the annual department budget for Board approval. Monitors budget performance and proposes amendments when necessary.

Construction Programming:

Forecasts a 5-year construction program (annually) that is required by Iowa Code based on the needs of the County. Prepares presentation to Board of Supervisors.

Supervise Employees:

Manages employee issues, complaints, corrective actions, oversees job duties performed and communications.

Claims:

Reviews and signs claims for all invoices. May have to check against budget.

Hiring:

Reviews resumes, interviews and hiring duties.

Minimum Education Qualifications

Education and/or Experience Requirements:

- A combination of education and experience equivalent to graduation from an accredited college or university with major course work in civil engineering or related field and extensive experience in a responsible position in the public works field.
- A minimum of 5 years of professional highway engineering experience involving design, inspection, construction and maintenance.

Licenses, Certifications, and Other Requirements:

- Licensed Professional Civil Engineer in the State of Iowa (required)
- Driver's License
- Registration as a Professional Land Surveyor (PLS) in Iowa is preferred, but not required
- Supervisory experience preferred.

Minimum Knowledge, Skills, and Abilities Qualifications

In order to perform the functions and responsibilities of the position (listed above) the following knowledge, skills, and abilities are essential.

Thorough knowledge of:

- The County's roadway system.
- Principles and practices of road, bridge and drainage construction, repair and/or maintenance.
- Occupational hazards and safety precautions of the work.
- General knowledge of:
- Equipment maintenance and repair.

Ability to:

- Prepare or oversee preparation of work plans and complete detailed reports.
- Prepare or oversee preparation of technical specifications for equipment, materials and supplies.
- Supervise the work of skilled, semiskilled or unskilled workers over a wide area.
- Establish and maintain an effective working relationship with fellow employees and the public.

In evaluating candidates for this position, Dubuque County may consider a combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the duties of this position.

Physical Requirements

- Frequent sitting, standing, walking, squatting, crouching, kneeling, and/or bending.
- Ability to lift, push, pull or otherwise manipulate and handle heavy objects up to 75 lb.
- Ability to use hand and power tools, and use hands, fingers, legs and arms for grasping and moving items.
- Sufficient dexterity to operate electronic and computer equipment.

Work Environment

- Work in an office environment as well as outdoors. Periodically required to be available during adverse weather conditions and nonstandard hours.
- Outside work is performed in an environment with some undesirable conditions including noise, dust, fumes, and exposure to moving parts and equipment.
- Frequently work alongside moving traffic on roads.

EOE / ADA Statement

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

To apply for this position go to

<https://www.governmentjobs.com/careers/dubuquecounty/jobs/5103057/county-engineer?pagetype=jobOpportunitiesJobs>

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related

or a logical assignment to the position. The job description does not constitute an employment agreement or affect the at-will nature of the employment arrangement between the employee and company and is subject to change by the employer as the needs of the employer and requirements of the job change.