



# Assistant Highway Engineer

<b>Department</b>	Highway	<b>Classification</b>	Grade 21
<b>Reports to</b>	Highway Engineer	<b>Unit</b>	Non-Union
<b>Supervises</b>	Engineering Specialist Engineering Technician III Engineering Technician II	<b>FLSA Status</b>	Exempt

## **POSITION DESCRIPTION**

Officials and Administrators – Under the general direction of the Highway Engineer, responsible for directing the planning, development, management coordination, delivery and evaluation of complex, multi-functional transportation programs in the areas of highway and bridge construction, highway and bridge maintenance, facility and building maintenance and equipment purchase and maintenance. Act in the absence of the Highway Engineer.

**ESSENTIAL DUTIES OF THE POSITION:** (These duties are a representative sample; position assignments may vary.)

### **Highway Program Administration**

- In the absence of the Highway Engineer, assume the Department duties and responsibilities.
- Prioritize engineering duties to meet design and construction standards and to ensure work is done according to specifications.
- Oversee, prepare, design, and/or review construction plans, special provisions, and compile and issue plans and proposals for contracts.
- Prepare engineer's estimates, environmental permit applications, construction reports, partial payments, weekly diaries, construction correspondence, and recommend unit prices used in negotiating and preparing supplemental agreements, change orders, and minor extra work orders.
- Prepare contract pre-letting, letting, and post-letting functions including plan documentation, bid tabulation, and pre-construction meetings.
- Represent the County at various meetings, seminars, and in the public project involvement process to explain project design and right of way concerns.
- Plan and implement inspection on all construction projects to ensure compliance with plans and specifications.
- Resolve issues with contractors, landowners, utility companies, traveling public, and public agencies.

## **Highway Administration**

### **Supervisory**

- Assist the Highway Engineer in: hiring, transfer, suspension, promotion, discharge.
- Responsible for: assignment, reward, recommend discipline, direction of the work, adjust grievance(s) as provided by the collective bargaining agreement(s), performance review(s).
- Lead staff in developing and implementing a Department mission and service delivery plan in alignment with the County mission and budget.
- Maintain and update training requirements for staff.

### **Budget**

- Assist the Highway Engineer to develop and recommend the annual budget to the Board including assessment of existing and anticipated service levels, projected funding levels, recommended fee schedules, staffing needs and program changes or requirements to meet those goals.
- Approve invoices, bills, and payroll.

Regular attendance on the job.

Perform other duties as delegated.

### **MINIMUM QUALIFICATIONS**

- Bachelor's Degree or higher in Civil Engineering/Construction Management OR Associate's Degree in Civil Engineering/Construction Management and 4 years work experience in civil engineering and highway construction  
OR 8 years work experience in civil engineering and highway construction.
- 1-year education and/or work experience with Microsoft Word and Excel.
- Valid driver's license and reliable means of transportation.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **Knowledge:**

- Managerial, administrative, and engineering principles and techniques involved for the design, construction, and proper maintenance of public works projects, including highways, bridges, natural resources, parks, solid waste, and land surveying.
- Maintain and purchase the proper heavy and light equipment needed for complete operation of the Department(s).
- State statutes, legislation and directives for the planning and development of highway and bridge projects.
- Surveying principles and techniques.
- Public works safety and hazards.

#### **Skills:**

- Use of surveying and inspection instruments and equipment for supervising construction and maintenance projects.

- Establish and maintain effective working relationships with co-workers, County staff, community officials, County Board members, the public, and other agency staff (State, DNR, Federal, Corps of Engineers, Historical Preservation, Soil Conservation Service and Township Supervisors).
- Communicate effectively in oral, written, and graphic presentations.
- Provide technical and professional advice to the County Board of Commissioner with the responsibility for the results.

**Abilities:**

- Effectively and efficiently manage and provide motivated leadership to personnel and operations within the Departmental organization.
- Work well with others; ability and willingness to follow rules and procedures and follow directives from supervisors.

**PREFERRED QUALIFICATIONS**

- Work experience with computer assisted highway design and drafting (CADD)/Civil 3D.
- Work experience with global positioning system (GPS) equipment and construction surveying.
- Work experience with construction plan development and review.
- Licensed as a Professional Civil Engineer with the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design (AELSLAGID) (**must attach Licensure**).
- Work experience in a supervisory role (i.e. hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other employees, direction of the work of other employees, or adjustment of other employees’ grievances on behalf of the employer)
- Work experience with a state, county, township or city highway department.
- Work experience developing and administering budgets.

**PHYSICAL REQUIREMENTS (SCREENED)**

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**NOTE (MANAGEMENT RIGHT)**

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. The County retains the discretion to add or change the contents of this position description at any time.

**Revision date:** 07/2024