

**POSITION DESCRIPTION
COUNTY OF VANDERBURGH, INDIANA**

POSITION: Design Engineer
DEPARTMENT: Vanderburgh County Highway
JOB CATEGORY: (EXE)

STATUS: FLSA STATUS:
DATE WRITTEN: January 1990 **DATE REVISED:** July 1993

Incumbent serves as Design Engineer responsible for developing highway and bridge designs for the Vanderburgh County Highway Department Engineering Division.

DUTIES

Directs and performs design and plan production for highways, bridges, roadway approaches, culvert structures and any Civil Engineering related work assigned to the Engineering Division.

Provides on-site technical assistance for County maintenance crews and road and bridge inspection.

Supervises draftsmen, survey crews and both technical and nontechnical personnel when applicable.

Oversees collection of bridge, highway and culvert data including survey information, right-of-way descriptions and acquisitions, waterway and run-off information, environmental impacts, cost of material, resources and overall project cost.

Investigates complaints/requests concerning bridges and other major structures and roadways. Conducts on-site inspection and determines appropriate action and makes recommendations to County Engineer.

Assists in administering and supervising contracts with private contractors hired for design, construction, testing or inspection services.

Assists in monitoring and maintaining records and reports on project planning, development, design and construction. Prepares design plans and specifications for official approval, public review and publication.

Performs related duties as assigned.

I. JOB REQUIREMENTS

Must be familiar with Indiana Department of Transportation Standard Specifications as they apply to design construction and testing of highways, bridges, and culverts.

Ability to quickly orient to and correctly utilize in depth various computer hardware and software equipment and packages and associated peripheral equipment and to use standard office and surveying equipment.

Ability to direct and maintain a good working relationship with County employees. Possess good communication skills and be able to effectively communicate with contractors, citizens, community leaders, and local, state and federal officials.

Must have a working knowledge of construction equipment and materials with ability to effectively evaluate condition and use.

Must meet or exceed state requirements and be a registered engineer, licensed by the Indiana State Board of Registration for Professional Engineers, experienced in highway and bridge engineering, and a resident of the state of Indiana.

Must have a Bachelor of Science degree in Civil Engineering or related area, with experience and training that leads to an equivalent knowledge of the field of Civil Engineering.

Must possess and maintain a valid driver's license and be able to legally operate a motor vehicle in the state of Indiana.

Ability to follow all personnel policies and rules of the organization.

II. DIFFICULTY OF WORK

Incumbent applies a broad scope of laws, rules and regulations to devise effective approaches for the development and implementation of highway, bridge, and culvert projects within the County jurisdiction. Independent judgement is needed in adaptation of general guidelines and accepted engineering procedures to meet specific situations and to best fit complex or unusual circumstances.

III. RESPONSIBILITY

Incumbent makes a major contribution to the development, administration and implementation of highway, bridge and culvert engineering policies and projects, generally restricted to outlining general policy and results desired.

Initial instruction is Technical instruction is generally not needed in the accomplishment of assigned activities and supervisory review is periodic for each project.

Reports directly to the County Highway Engineer.

IV. PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with contractors, consultants, staff, various local, state and federal officials and agency representatives and the general public for a variety of purposes, including development and implementation of projects and gaining cooperation and concurrence in situations of potential conflict and/or difference of opinion.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent performs duties both in an office environment and in the field and may be exposed to inclement weather. No unusual physical demands are associated with normal activity, but incumbent may be required to exert physical effort in operating equipment while conducting on-site inspections.

POSITION: Design Engineer
ORGANIZATION: Vanderburgh County
STATUS:
WORK SCHEDULE:

DIVISION: Highway
FLSA STATUS:

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation.

ESSENTIAL FUNCTIONS:

Directs and performs design and plan production for highways, bridges, roadway approaches, culvert structures and any Civil Engineering related work assigned to the Engineering Division;

Provides on-site technical assistance for County maintenance crews and road and bridge inspection;

Supervises draftsmen, survey crews and both technical and nontechnical personnel when applicable;

Oversees collection of bridge, highway and culvert data survey information, right-of-way descriptions, acquisitions, waterway and run-off information, environmental impacts, cost of material, resources and overall project cost;

Investigates complaints/requests concerning bridges and other major structures and roadways, conducts on-site inspection, determines appropriate action and makes recommendations to County Engineer;

Assists in administering and supervising contracts with private contractors hired for design, construction, testing or inspection services;

Assists in monitoring and maintaining records and reports on project planning, development, design and construction;

Prepares design plans and specifications for official approval, public review and publication;

Performs related duties as assigned.

REQUIREMENTS:

Familiarity with Indiana Department of Transportation Standard Specifications as they apply to design construction and testing of highways, bridges, and culverts;

Ability to orient to and utilize in depth various computer hardware and software equipment and packages and peripheral equipment and to use standard office and surveying equipment;

Ability to direct and maintain a good working relationship with County employees, possess good communication skills and be able to effectively communicate;

Working knowledge of construction equipment and materials with ability to effectively evaluate condition and use;

Bachelor of Science degree in Civil Engineering or related area, with experience and training that leads to an equivalent knowledge of the field of Civil Engineering;

Ability to follow all personnel policies and rules of the organization.

LICENSE/CERTIFICATION NEEDED:

Must be a registered engineer, licensed by the Indiana State Board of Registration for Professional Engineers, experienced in highway and bridge engineering, and a resident of the state of Indiana;

Must possess and maintain a valid driver's license and be able to legally operate a motor vehicle in the state of Indiana