

**POSITION DESCRIPTION  
COUNTY OF VANDERBURGH, INDIANA**

**POSITION:** Assistant County Engineer  
**DEPARTMENT:** Cumulative Bridge  
**JOB CATEGORY:** Unclassified  
**SUPERVISOR:** County Engineer

Updated: November 2013

**SUMMARY**

Incumbent serves as Assistant to the County Engineer and supplies technical assistance to the County Design Engineer.

**EDUCATIONAL REQUIREMENTS**

Baccalaureate Degree in Civil Engineering and/or an Associate Degree with four or more years of experience.

**DUTIES AND ESSENTIAL FUNCTIONS**

Assists County Engineer and serves as proxy as required, including preparing for and attending formal meetings, project coordination, office management and correspondence.

Assists County Design Engineer with design and plan production for highway construction/rehabilitation, bridge construction/maintenance, roadway approaches, culverts and miscellaneous civil engineering-related projects.

Maintains current inventory of all existing roads, bridges and culverts, including sizes, locations, rights-of-way and general coordination.

Performs computer-aided drafting/design on civil engineering related projects.

Supervises and schedules field personnel responsible for collection of field data, field review of complaints and construction inspection and occasionally assists personnel in the field.

Prepares right-of-way descriptions, deed research, plan specifications and bid proposals.

Performs material testing and construction engineering.

Operates drafting software, word processors, spreadsheet and database software and GIS software.

Assists in developing and implementing ordinances, programs and procedures to comply with State of Indiana storm water quality regulations.

Reviews various plans and specifications to determine compliance with County ordinances, rules and regulations. The plan review includes subdivisions, site development plans and driveway permits.

Review and inspect citizens' complaints and questions.

Performs on-site inspection of various construction projects, including subdivisions and County road and/or bridge projects.

Assist County Engineer with preparation of annual budget.

Performs topographic surveys for County projects.

Performs others duties as may be assigned.

### **JOB REQUIREMENTS AND DIFFICULTY OF WORK**

Must have valid Indiana Driver's License.

Must have management/supervisory skills.

Must possess a broad knowledge of the principles, theories and practices of a recognized profession, developed through a baccalaureate or higher education, plus relevant experience and training.

Must have good skills in both oral and written communication and be able to relate to various levels of knowledge and expertise.

Working knowledge of engineering, construction and material testing principles.

Ability to quickly orient to and correctly utilize, in depth, various computer hardware and software equipment and packages, including computer-aided design/drafting software and associated peripheral equipment and programming techniques.

Ability to operate standard office and engineering equipment including computer, printer, calculator, telephone, scanner and digital camera.

Ability to effectively operate survey equipment and be familiar with aspects of field data collection and construction staking.

Must have knowledge of Indiana Department of Transportation Standard Specifications as they apply to highways and bridges.

Ability to inspect citizens' complaints and inquiries, perform on-site assessments of the conditions and provide technical advice and/or corrective recommendations as necessary.

Ability to read and interpret construction plans and specifications.

Ability to read and interpret various local, state and federal regulations that pertain to County government operations, such as County ordinances, state storm water regulations, federal ADA regulations, etc., and develop strategies for local compliance as necessary.

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

Incumbent applies a wide variety of rules, laws and engineering knowledge to assist in the coordination of department operations. Independent judgment is required to make decisions in a variety of situations to achieve compliance with specifications and regulations. Errors in

judgment are not immediately apparent through supervisory review and may result in substantial loss of time in other organizational units, inconvenience to the public and/or County monies.

Comprehension of and ability to make practical application of advanced theories, principles, methodology and new developments.

The complexity of assigned work is broad in scope and of substantial intricacy involving many variables or considerations with interrelationships difficult to ascertain and usually having conflicting aspects requiring individual and differential diagnosis and treatment.

The nature of instructions and guidelines are generally applicable but ambiguous or only partially relevant or otherwise seriously deficient. Judgment is needed in extensively adapting or in making significant compromise to fit unusual or complex situations.

### **RESPONSIBILITY**

General objectives and boundaries indicated. Problems during work raising questions about objectives and boundaries are discussed. Technical instruction neither sought nor needed. Decisions and recommendations (other than on individual cases) are reviewed for attainment of objectives and compliance with agency policy.

The incumbent will have major contributions involving authoritative application of agency policy and practice to especially complex or important matters.

Incumbent performs duties as prescribed by federal, state and local laws, regulations, guidelines and policies. Work is reviewed by superiors to assure compliance with established requirements for the department.

Reports directly to the County Highway Engineer.

### **PERSONAL RELATIONSHIPS**

Incumbent maintains person-to-person work relationships where nonroutine, cooperative problem-solving is involved and requires discussion and persuasion to gain concurrence or cooperation in the face of significant difference of opinion or controversy.

The scope of work contacts includes persons employed by other agencies, or with the public.

Incumbent maintains frequent contact with department staff, local, state and federal agency representatives and the general public during varied situations and circumstances, always requiring much tact and occasional use of persuasion to gain cooperation in the face of differences of opinion.

### **PHYSICAL EFFORT AND WORK ENVIRONMENT**

Incumbent performs majority of duties in a standard office environment with little or no unusual physical demands associated with normal activity. This can require sitting for long periods of time. Incumbent is occasionally required to supervise and/or assist personnel in the field. This can require traversing construction project sites, ascending and descending steep slopes, exposure to inclement weather conditions, transporting equipment weighing up to 100 pounds and the use of hand tools.