

***Limestone
County Commission***

***Chairman
Collin Daly***

***Administrator
Ellen Morell***



***Commissioners:
Daryl Sammet
Danny Barksdale
Jason Black
LaDon Townsend***

THE LIMESTONE COUNTY COMMISSION HAS AN OPENING FOR:

ASSISTANT COUNTY ENGINEER - PE

**Alabama Career Center
2535 Sparkman Dr. NW
Huntsville, AL
Phone: (256) 851-0537**

Or

**Limestone County Commission
310 W. Washington St.
Athens, AL
Phone: 256-233-6400**

Or

Online: <https://limestonecounty-al.gov/doing-business/jobs>

MONDAY THROUGH FRIDAY, 8:00 A.M. UNTIL 4:30 P.M.

**SEE ATTACHED JOB DESCRIPTION FOR TYPICAL DUTIES AND
RESPONSIBILITIES.**

SALARY \$35.73 PER HOUR

APPLICATION WILL BE ACCEPTED UNTIL THE POSITION IS FILLED.

AN EQUAL OPPORTUNITY EMPLOYER (M/F/V/D)

Limestone County

JOB DESCRIPTION

Job Title: Assistant County Engineer - PE
Department: Engineering
FLSA: Nonexempt Grade: 23
Job Description Prepared: January 2013

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: County Engineer
Subordinate Staff: Engineering Assistants; Paving Crew
Other Internal Contacts: County Commissioners; Department Heads; EMA; District Foremen; EMA
External Contacts: General Public; Utility Companies; Contractors; Supply Companies; Construction Companies; State/Federal DOT; FEMA; ADEM; ADECA; FHWA; CSX Railroad; Vendors; Attorneys

Job Summary

Under the general direction of the County Engineer, the employee performs technical, administrative and professional engineering work in the planning and design of roadways, drainage structures and traffic controls. Advises and directs crews and contractors engaged in County projects. Conducts surveys, reviews and inspects subdivisions, and performs bridge inspections. Manages project finances and maintains project documents. Employee receives general direction on most assignments and uses own initiative in developing solution details. Work is reviewed

by County Engineer from an overall standpoint and expected results. Assists the Engineer in managing the department budget. Reports bridge and roadway data to ALDOT.

Job Domains

A. Engineering

1. Designs roadway and drainage structures including bridges, culverts, roadway alignment, traffic control and base and pavement buildup.
2. Advises and directs county crews and/or contractors engaged in design, construction and maintenance of roads, bridges and county buildings.
3. Designs and prepares plans for federal, state and locally funded projects in accordance with appropriate specifications and requirements.
4. Conducts various types of engineering surveys (horizontal, vertical, topographical, construction) to determine parameters for project design.
5. Makes independent engineering judgments in the field concerning roadways, drainage and traffic control and speed limits.
6. Reviews engineering plans and inspects construction of new subdivisions to ensure compliance with County regulations.
7. Coordinates project development with local, state and federal officials throughout preliminary and construction phases of projects.
8. Coordinates and performs bridge inspections and evaluates data for work needed and design of repairs.
9. Ensures compliance with ALDOT and FHWA regulations regarding inspections.
10. Determines appropriate bridge and roadway weight limits.
11. Ensures that signage regarding weight limits is posted; maintain signs according to ALDOT specifications.
12. Recommends bridge repairs; presents to the Commission.
13. Assists contractors in major bridge repairs as necessary.
14. Inspects bridges following accidents.
15. Maintains master list of bridge-related conditions, needs and repairs.
16. Assesses County-wide drainage needs.
17. Uses specialized equipment and techniques such as GIS, GPS, CAD software and surveys.

18. Maintains current credentials and knowledge of civil engineering practices.

B. Financial Management and Cost Accounting

1. Prepares project budgets and cost justification for County, state and federally funded projects.
2. Monitors funding expenditures of state and federal project funds.
3. Prepares project estimates for contractors and County.
4. Supports County Engineer in developing and monitoring the department's annual budget.

C. Administration

1. Maintains documentation for work accomplished by County crews and contractors on state and federal projects.
2. Assigns/coordinates work of paving crew, sign crew, and engineering personnel.
3. Prepares contract bid documents for bidding process.
4. Administers contracts with construction firms, ensures satisfactory completion of work, and documents work performed.
5. Corresponds with ADEM regarding underground storage tank (UST) regulatory compliance by County, old UST removal, new UST installations and monitoring of on-going leak investigations.
6. Monitors County maintained traffic signals and school flashers; coordinates repairs as necessary.
7. Acquires necessary materials to accomplish roadway and bridge repairs and maintain adequate sign inventory.
8. Completes bridge inspection and FEMA forms; submits for the County.
9. Compiles bridge data and submits to ALDOT as required.
10. Drives a County-issued vehicle throughout the County to make site visits.
11. Researches internet and professional sources for current practices and techniques.
12. Participates in professional associations and job-related organizations.

13. Collects and compiles data.
14. Maintains documents and records of all projects.

F. Public Relations

1. Works proactively with community organizations and businesses.
2. Addresses and responds to requests from the media.
3. Receives citizen questions, complaints and requests.
4. Makes presentations at public meetings and events.
5. Performs other duties as necessary.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of County rules, regulations, policies and procedures.
2. *Knowledge of County road and bridge systems.
3. *Knowledge of organization, structure and functions of County government.
4. Knowledge of safety rules including accident causation and prevention.
5. Extensive knowledge of principles and practices of civil engineering.
6. Knowledge of laws associated with the practice of civil engineering.
7. Knowledge of civil engineering methods and practices related to road and bridge maintenance and construction.
8. Knowledge of current tools, equipment and techniques used in conducting projects associated with civil engineering.
9. Knowledge of traffic safety laws, manuals and traffic control systems.
10. Writing skills to take field notes, write reports, correspondence and recommendations using correct English, grammar, punctuation, and spelling.
11. Math skills to perform complex engineering and survey calculations and measurements.
12. Reading skills to interpret technical manuals, construction plans, reports, textbooks, directions, ordinances, and codes.
13. Verbal skills to communicate effectively with supervisor and co-workers.
14. Skills in solving design problems.
15. Skills in organizing, prioritizing and sequencing projects and tasks.
16. Skills to utilize GIS and GPS equipment and other industry technologies.
17. Skills to conduct surveys and utilize appropriate equipment for associated tasks.

18. Ability to develop, read and interpret blueprints, sub division layouts, as-built drawings and other documents utilized in performing required engineering functions.
19. Ability to inspect bridges, roads, shoulders and slopes.
20. Ability to work outdoors for extended periods of time in varying extremes of weather conditions.
21. Ability to perform accounting and budgetary functions.
22. Ability to communicate effectively using written and oral methods, with peers, officials, employees, media and the general public.
23. Ability to use computers and office productivity software programs.
24. Ability to use CAD software.
25. Ability to develop and maintain records and reports using the computer.
26. Ability to manage hardcopy and computer files.
27. Ability to operate office equipment to include multi-line phones, copiers, fax machines, typewriter, and others.
28. Ability to work independently with little or no supervision.
29. Ability to direct and supervise the work of others.
30. Ability to manage time effectively and handle multiple projects.
31. Ability to use specialized equipment and tools.
32. Ability to drive.
33. Ability to lift and carry items weighing in excess of 50 pounds.
34. Ability to wear and utilize safety equipment.

Minimum Qualifications

1. Bachelor's degree in civil engineering from an accredited college or university.
2. Current P.E. designation in Alabama.
3. Minimum of 5 years of professional experience as a civil engineer in road and bridge maintenance; and bridge inspections.
4. Certified as a Bridge Inspector by ALDOT.
5. Certified as a Roadway Technician by ALDOT.
6. Certified Concrete Technician.
7. Qualified Credential Inspector.
8. Current and valid Alabama driver's license.
9. Able to travel over-night to attend meetings and training programs.
10. Ability to work extra hours, weekends or non-standard hours.
11. Ability to remain on call 24/7.

Work Environment

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines; with contagious diseases or irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.