

**OTSEGO COUNTY ROAD COMMISSION
JOB DESCRIPTION
COUNTY HIGHWAY ENGINEER**

GENERAL SUMMARY:

Works under the direct supervision of the Managing Director who may assign additional duties periodically. The County Highway Engineer makes surveys and writes legal descriptions for rights-of-way, surveys and makes construction drawings for highway projects. Keeps track of Commission property deeds, release of right-of-way and construction documents.

EXAMPLES OF DUTIES:

- Helps set up subdivision requirements regarding street and road locations, rights-of-way, and construction.
- Assists the Managing Director in planning new roads and reconstruction of present facilities.
- Aids in the preparation and review of projects being designed by consulting engineers.
- When right-of-way is needed, makes the surveys and determines the owners.
- Promotes good will with the public by being as courteous and helpful as possible to those people who have an interest in the project. Directs all personnel responsible to act in the same manner.
- Makes the necessary contacts with utility companies, engineering firms, and public agencies to secure and volunteer any information pertinent to a project or the welfare of the Commission.
- Acts as project engineer on contract construction projects and supervises the construction survey crew and inspectors. Assists in negotiations involving contractors and the Department of Transportation.
- Insures that all items of construction, materials used, and the procedures employed meet the specifications called for on the plans and in the contract proposal.
- Keeps records of and certifies to the accuracy of the construction items paid for under the contract.
- Prepares deeds, easements, grading permits, and other documents for the acquisition of right-of-way. May negotiate right-of-way acquisitions.
- Responsible for the preparation of the Highway Needs Study and the annual Certification of County Roads submitted to the Department of Transportation.
- Aids in the preparation of various sketches, diagrams, drawings, displays, maps, and exhibits as are deemed necessary by the Managing Director.
- Prepares and/or responsible for grant preparation and road funding applications.

County Highway Engineer (continued)

- Demonstrates willingness to participate in advanced training courses, as they become available, to gain further knowledge and skills and therefore become a more efficient employee.
- Assists the public regarding road right-of-way and other general concerns.
- Designs and assists in the plans for road and bridge projects. Inspects bridges, dams or outfalls, and railroad crossings.
- Applies for Department of Environmental Quality and other permits as needed.
- Applies soil erosion and sedimentation practices.

The duties stated here are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not to be construed as an exhaustive list of all duties and responsibilities that might be assigned to personnel so classified.

ESSENTIAL JOB ELEMENTS AND PHYSICAL DEMANDS (ADA):

Physical Mobility	Ability to walk extended distances and climb ramps and stairs to access Commission and other work-related locations and facilities.
Vision and Sight	Ability to read instructions, directions, and similar written information in letters, memoranda, forms and other documents.
Hearing/Speaking	Ability to converse orally with standard telephones, cell phones, and radios to receive and communicate information to employees and the public.
Agility/Movement	Ability to lift, push, bend, twist, pull, and manipulate (unassisted and repeatedly) equipment, supplies, and other objects often weighing upwards to sixty (60) pounds.

DESIRABLE QUALIFICATIONS:

Bachelor's degree in Civil Engineering and four (4) years increasingly responsible, professional civil engineering experience, preferably in public works design and construction, preferably involving some supervisory responsibility. Background must provide: ability to make surveys for construction drawings and pre-construction surveys and to establish grades and alignment; good knowledge of highway law as it relates to rights-of-way and construction; proper management skills to assure effective use of the personnel assigned to help run surveys and inspect road construction; knowledge of the Auto Cad system and road design software package; ability to estimate job costs on road and bridge projects; ability to acquire if requested aggregate and bituminous certifications from the Department of Transportation; ability to oversee construction activities in the field and complete the necessary paperwork; working knowledge of soil erosion and sedimentation control management practices.

County Highway Engineer (continued)

SPECIAL REQUIREMENTS:

Registered to practice civil engineering by the State of Michigan Board of Engineering Examiners or the ability to become registered within twelve months from date of hire.

NOTE:

The above job description has been developed based on the guidelines defined by the Americans with Disabilities Act (1990).

FLSA: Professional