BUTLER COUNTY SECONDARY ROAD JOB DESCRIPTION

Title: Assistant to the Engineer – Project Manager Reports To: County Engineer

PURPOSE OF POSITION:

The purpose of this position is to assist in the planning, organizing and accomplishment of activities in the office of the County Engineer, including management of contract and day labor construction, day to day operations within the department, development of plans and specifications, surveying and inspection and proper closeout of contract and county force construction projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive.

Serve as a project manager for contract construction, performing periodic progress inspection, testing of aggregate, concrete, asphalt and other related construction materials, maintaining a project file and a daily diary documenting that work is accomplished in conformance with contract provisions, conducting final acceptance inspections and audits with Iowa DOT personnel to ensuring that construction and documentation complies with current Iowa DOT standards.

Assist the Maintenance Superintendent with coordination and scheduling of day labor crews. Perform one-calls as needed and monitor work progress, ensuring that work is completed according to applicable county policies and standards for maintenance and construction.

Function as a member of a survey crew in the performance of topographic, construction or land surveys. Operate GPS rovers, total stations, transits, level rods, tape and related measuring devices in locating land corners, relocating corners, setting centerline, running bench levels, collecting cross-sections, topographical surveys, construction surveys, right of way staking and other survey related work.

Utilize computer programs or applications provided by the Iowa County Engineer's Service Bureau and others (ArcGIS, Carlson Civil, ACAD Civil) in the efficient execution of daily tasks, such as data collection and analysis, modeling and drafting, plotting and calculating grades, maintaining asset databases.

Interact with regulatory agencies, district and state DOT offices, contractors, vendors, consultants and the public in a professional manner.

Conduct field surveys and assessments of roads, bridges, right of way and related structures for general condition and notify Maintenance Superintendent of deficiencies.

Possess a working knowledge of various Federal, State and County rules, regulations, laws, ordinances, policies and procedures regarding construction and maintenance activities, water quality and drainage, bridges and roadways, authorized uses of right of way, city-county and county-county relationships and policies affecting landowners.

Observe and follow established safety practices when performing all duties.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

A minimum of a two (2) year Associates Degree or Civil Engineering Technical Degree or alternately, an equivalent amount of education & experience of the scope and caliber indicated for the educational requirements in civil engineering field deemed appropriate by County Engineer.

Obtain & Maintain IDOT Certifications for Level 1&2 Aggregate, Level 1 HMA & Level 1 PCC.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

Must be physically able to operate a variety of automated office machines and equipment, including, but not limited to computer, typewriter, facsimile machine, copier and telephone. Must be able to move or carry job related objects or materials. Must be physically capable of obtaining various books, printouts, file boxes, computer paper, etc. Physical demand requirements are at levels of those for office environment work.

NUMERICAL APTITUDE:

Requires the ability to utilize mathematical formulas, add and subtract, multiply and divide totals, determine percentages, and interpret same as may be appropriate.

LANGUAGE ABILITY:

Requires the ability to read a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures. May require the ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to communicate with and before others using correct English.

ENVIRONMENTAL ADAPTABILITY:

Requires the ability to interact with people (i.e. staff, general public and elected officials) beyond giving and/or receiving instructions. Work is normally performed in an office environment. Head aches, eye strains, carpal tunnel, and related occupational hazards associated with computer work reflect most common potential for injury.

I, THE UNDERSIGNED, UNDERSTAND THE DESCRIPTION OF THIS JOB AND THE ESSENTIAL FUNCTIONS, AS DESCRIBED ABOVE.

_____ _____

Employees Signature Date

_____

Printed Name