

## ASSISTANT COUNTY ENGINEER

### DEFINITION

Under direction, performs professional engineering duties in the planning, designing, drafting and inspecting of departmental projects; acts as the assistant to the County Engineer; performs related work as required.

### DUTIES

Supervises and assists in the designing and drafting of culvert, grading, bridge and paving projects; examines materials used in construction projects; inspects construction projects in progress, supervises and assists surveying crews; prepares cost estimates on planned projects in preparation for bid letting; assists the County Engineer in the preparation of budgets and annual reports; may supervise a group of employees and administer the paperwork incidental to their employment; contacts land owners and makes the necessary arrangements to purchase right-of-way for field projects; negotiates special provisions of construction projects to ensure conformance with the terms of reports as required by local, state or federal regulations; interprets operating policies for employees and the public in person, by telephone or through correspondence; serves in the capacity of the County Engineer in his absence.

### ENTRY REQUIREMENTS

Required Knowledge, Abilities and Skills. Ability to plan, organize, assign and supervise the work of engineering technicians and maintenance workers; ability to understand and implement technical instructions; ability to perform complex drafting and engineering design work; ability to communicate and develop a working relationship with representatives of construction firms, utility companies, the Iowa Department of Transportation, elected officials and the public.

Minimum Education, Training and Experience. Completion of four (4) years of college credit with a degree in a related engineering field.

Required Special Qualification. Must be a registered professional engineer or an engineer in training E.I.T by the state of Iowa, or the ability to obtain E.I.T. within one year.