

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Highway Engineer
DEPARTMENT: Highway
WORK SCHEDULE: 7:00 a.m. - 3:30 p.m., M-F
JOB CATEGORY: U (Unclassified)

DATE WRITTEN: March 2006
DATE REVISED:

STATUS: Full-time
FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Highway Engineer for the LaPorte County Highway Department, responsible for planning and supervising engineering operations according to state requirements and County and department policies and procedures.

DUTIES:

Supervises and directs Highway Department engineering personnel, including administering department policies, planning/delegating work assignments, and establishing specific work goals.

Attends and participates in Board of County Commissioners meetings, preparing/making recommendations on a variety of issues, such as new road standards and specifications, new ordinances involving County highway system, legal agreements and contract awards, litigation settlements, and new traffic controls.

Responds to inquiries and provides technical assistance to developers, contractors, materials suppliers, consultants, government officials, and the public regarding department projects/ operations. Meets with news media as department and/or Commissioners' representative regarding highway issues, such as policies, programs, projects, budget, and accidents.

Oversees all road, bridge, subdivision, plats, guardrail, and pavement marking projects, including reviewing, approving or denying plans, monitoring inspections, and monitoring approval of related claims/vouchers. Negotiates agreements with road and bridge professional services consultants, and oversees performance.

Attends various committee and intergovernmental meetings to coordinate, discuss, and report on common issues, such as GIS applications, and highway safety, standards, and maintenance. Reviews right-of-way appraisals and authorizes offers to purchase property for right-of-way; evaluates and approves administrative settlements of counter offers within guidelines set by County Commissioners.

Reviews and approves traffic studies to identify problem areas. Supervises maintenance of county road/bridge/sign/pavement marking/culvert inventory and evaluation programs.

highway/engineer

Develops and publishes road, bridge, and miscellaneous standards.

May periodically provide testimony to state legislature regarding county road issues as appropriate.

Periodically attends court proceedings, depositions, and meetings with County Attorney and Prosecuting Attorney regarding litigation by and against the County.

Periodically attends continuing education workshops.

Occasionally serves on 24-hour call for maintenance problems regarding signal, road, and bridge failures.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree in structural engineering, civil engineering, architectural engineering, or construction technology and possession of a valid Indiana professional engineering license. Experience in an Indiana government agency preferred.

Ability to meet all hiring requirements, including passage of a medical exam and a drug test.

Thorough knowledge of and ability to ensure adherence to standard principles and practices of engineering, and applicable federal, state, and local regulations regarding road and bridge construction and maintenance, subdivision control, drainage, and traffic control.

Ability to assess County needs and effectively plan, coordinate, and oversee appropriate, cost-effective projects.

Ability to supervise and direct assigned personnel, including administering department policies, planning/delegating work assignments, and establishing specific work goals.

Ability to effectively use a variety of technical reference materials and department software, such as network, computer-aided drafting, GIS, word processing, spreadsheet, database, communications, automated permitting, and presentation/graphics.

Ability to make complex mathematical calculations, analyze survey and other data, read and interpret detailed prints, maps, and specifications, and prepare or review and approve a variety of detailed documents.

Ability to properly operate standard office equipment, including calculator, computer, copy machine, fax machine, and telephone.

Ability to provide public access to or maintain confidentiality of department records and information according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect.

Ability to effectively communicate orally and in writing with County Planner, GIS Coordinator, other co-workers, Board of Commissioners, Drainage Board, Surveyor's Office, Plan Commission, Recorder's Office, and members of the general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to testify in legal proceedings/court as required.

Ability to occasionally work extended, evening, and/or weekend hours and occasionally travel out of town for meetings and seminars, sometimes overnight.

Ability to occasionally serve on 24-hour call for maintenance problems regarding signal, road, and bridge failures.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent's duties are broad in scope and impact, involving many complex variables and considerations. Incumbent exercises independent judgment in analyzing data, interpreting precedents, and selecting and applying appropriate legal guidelines and standard practices of the profession to specific projects and circumstances.

III. RESPONSIBILITY:

Incumbent receives only administrative/advisory direction from supervisor, with general objectives indicated. Incumbent makes an extensive contribution to development and implementation of County and department objectives, policies and procedures, discussing unprecedented situations with supervisor at incumbent's discretion. Decisions and work product are reviewed for soundness of judgment, attainment of objectives, and compliance with department policies and legal requirements.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication with County Planner, GIS Coordinator, other co-workers, Board of Commissioners, Drainage Board, Surveyor's Office, Plan Commission, Recorder's Office, and members of the general public for a variety of purposes, including exchanging information, explaining/interpreting policies and procedures, coordinating projects, resolving problems through mediation/negotiation, and supervising/directing personnel.

Incumbent reports directly to the Superintendent, and indirectly to the Board of Commissioners.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and in the field, including lifting/carrying objects weighing under 25 pounds, sitting/walking at will, driving, crouching/kneeling, close/far vision, depth perception, hearing sounds/communication, and exposure to varying weather conditions and physical hazards normally associated with construction sites.

Incumbent occasionally works extended, evening, and/or weekend hours and occasionally travels out of town for meetings and seminars, sometimes overnight. Incumbent occasionally serves on 24-hour call for emergencies.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Highway Engineer for the LaPorte County Highway Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name