



MORRISON COUNTY

JOB DESCRIPTION

Job Title: Assistant Engineer
Department: Public Works
Classification: Grade 16
Reports to: Public Works Director/County Engineer
Supervises: Yes
Normal Business Hours: Monday – Friday, 7:30 AM to 4:00 PM
Telecommute: Supervisory discretion
Union: No
FTE Status: 1.0 Full-Time Equivalent
Last Reviewed: 11/2024

Nature of Work:

This position is responsible for managing the professional Engineering staff, planning and Implementing the County's Transportation Improvement plan, and overseeing the design and implementation of contracts to maintain the County's roads, bridges, public ditches, landfill, parks, and trails. The position requires working with the Minnesota Department of Transportation, private consultants, contractors, and other local Government entities to facilitate transportation improvement projects throughout the County. The Assistant Engineer works extensively with preliminary planning, design, funding solicitation, and contract administration for County transportation improvements and manages the Bridge Safety Inspection Program under the direction of the Bridge Program Administrator. In the absence of the Public Works Director, provides direction to the public works department as required.

Communicates with:

Internally – All Public Works staff.
Externally – Vendors, government agencies and public.

Supervision:

Construction Engineer

Essential Work Functions:

- Manages, and directs staff to include prioritizing and assigning work; conducting performance evaluations, ensuring staff is trained, ensuring that employees follow policies and procedures, maintaining a healthy and safe working environment and making hiring, termination, and disciplinary recommendations.
- Manages Contracts for Transportation Projects, including work with contractors, MnDOT, Consultants and suppliers.
- Manages project permitting. Supervises development of plans, specifications & project documents prepared by staff or consultants.
- Manages the Bridge Safety Inspection Program. Conduct Bridge Safety inspections & prepare/review inspection reports for submittal to the PA.
- Prepares the Transportation Improvement Plan
- Prepares estimates for budgeting and applies for funding from external sources while maintaining confidentiality.
- Prepares agency agreements, board resolutions, and grant applications.
- Conducts meetings between contractors, utility companies, vendors, government agencies and other impacted stakeholders to assure efficient, coordinated project development and construction.
- Provides direction and oversight to Engineering Technicians across all aspects of the work they perform.

- Monitors, reviews, and inspects the construction techniques and materials utilized by the contractor to assure that the construction materials are of the quality and placed under conditions that will produce a high quality, cost effective, project.
- Manages the preparation and acquisition of right of way easements.
- Addresses project issues with staff, contractors, property owners and utility companies.
- Reviews work in right-of-way and overweight/over dimension permits.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires a four-year degree in Civil Engineering or similar field of study, or two years of formal technical training with 6 (six) years of related experience.
- Three (3) years of practical experience, including supervisory experience.
- Valid MnDOT & other technical certifications as required for design and construction inspection.

Knowledge, Skills, and Abilities Required:

- Valid MN Driver's License.
- Supervisory knowledge in the field of highway design and construction methods and in the use of state-of-the-art survey equipment.
- Ability to instruct others in the operation of survey equipment, basic calculations, personal computer use, and design software.
- Advanced experience with project documentation software and Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).
- Advanced knowledge of project funding options and qualifications.
- Understanding of the organization's goals and objectives and the ability to convey those goals to staff.
- Good interpersonal skills.
- Excellent written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Excellent organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.
- Ability to effectively supervise staff.
- Knowledge and skill in strategic planning.
- Demonstrate initiative and excellent problem-solving skills.

Demonstrate an ability to effectively handle a wide variety of projects and problems in an effective and professional manner.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50% - 74%	75% or more
Office environment			X	

Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision			X	
Heavy (Over 60 pounds of force)		X		
Challenging or threatening behaviors			X	
Hazardous physical conditions			X	
Atmospheric Conditions		X		
Travel			X	
Hazardous materials		X		
Extreme temperatures		X		
Environmental		X		
Work with high detail/deadlines				X

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____