

Job Title: Construction Engineer
Department: Public Works
Classification: Grade 14
Reports to: Public Works Director/County Engineer
Supervises: Yes
Normal Business Hours: Monday – Friday, 7:30 AM – 4:00 PM
Telecommute: Supervisory discretion
Union: Yes
FTE Status: 1.0 Full-Time Equivalent
Last Reviewed: 11/2024

Nature of Work:

This position is responsible for managing the construction projects authorized by the Morrison County Board of Commissioners including managing the professional engineering staff in the preparation and construction of projects that improve Morrison County's infrastructure of roads, bridges, landfill, parks, trails, and public ditches. 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.

Communicates with:

Internally – All Public Works staff.

Externally – Vendors, government agencies and public.

Supervision:

Seasonal Engineers, Engineer Technicians, and Senior Engineer Technicians

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.
- Conducts high level meetings between contractors, utility companies, vendors, government agencies and other impacted stake holders to assure efficient, coordinated, and uninterrupted project construction.
- Oversees the construction process directly addressing and resolving project issues with contractors, property owners and utility companies.
- Organizes, plans, and sets agenda for preconstruction conferences.
- Provides the oversight, coordination and direction to the professional engineering staff required to assure that activities needed of the engineering division are prioritized and conducted in a manner that results in smooth, uninterrupted construction activities.
- Provides review and input to project specifications to meet department expectations and constructability on all projects under the jurisdiction of the Morrison County Public Works Department and other applicable agencies.
- Provides technical input and review of permit documents and storm water pollution prevention plans to assure constructability and contractor compliance.
- 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.
- Conducts research required for determining property boundaries and accurate ownership needed for establishing the right-of-way requirements associated with the construction of a variety of projects.

- Conducts title review and develops easement legal descriptions for recordable engineering documents.
- Oversees and directs the determination of value, conducts major negotiations of property acquisition. Directs Engineering Technicians in the negotiating process for acquiring right-of-way when appropriate.
- Reviews and approves applications for utility work within public right of way.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires two years of formal technical training in tech or associate degree.
- Four (4) years of practical design and field experience.
- At least three (3) years of project management experience dealing directly with contractors, utility companies' and property owners in resolving design and construction issues.
- 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.).
- 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
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Office environment			X	
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision			X	
Moderate (Up to 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: _____