

**MASON COUNTY ROAD COMMISSION  
JOB DESCRIPTION**

**POSITION:** Design Engineer / Senior Engineering Technician

FLSA: Exempt

**GENERAL STATEMENT OF DUTIES:** Works under the general supervision of the Manager/Director/Engineer who assigns duties periodically and reviews work accomplishments. Develop and design engineering plans utilizing Autodesk Civil 3D and Softree design software, develop specifications, road standards, and policies; acts as the County Engineer's representative; performs office computations and field surveys; performs special assignment; sets up and maintains construction project files; familiar with ESRI GIS, and does related work as required.

**EXAMPLES OF PRINCIPLE DUTIES:**

1. Assist with the preparation of all documentation for federal, state, and county/township projects (i.e. estimates, programming, construction work items, inspector daily reports, forms, Field Manager, ProjectWise) and the application of all necessary permits.
2. Assist in inspections, documents, and supervising construction projects for compliance with plans and specifications including MCRC projects.
3. Assist in surveying including survey stakes for construction projects (control point, grade and slope), structures, road grades, etc.
4. Prepare design computations, plans, and cost estimates for projects. Attend Grade Inspection and Pre-Construction meetings as required for projects.
5. Assist in construction inspection, testing and conformance Federal, State and County and Township projects including materials, plant, road and bridge inspection.
6. Prepare descriptions for the acquisition of highway right-of-way grading permits and easements and assist in the acquisition.
7. Prepares reports and studies as requested by the Manager/Director including annual update of charts, maps, intersection and traffic studies, traffic counts and assist with accident investigations.
8. Represents the Engineer/Manager at meetings with Contractors and others.
9. Review plans and specifications prepared by consultants.
10. Experience with Autodesk Civil 3D and Softree. Familiar with ESRI Arc GIS software and data collection.
11. Responsible for recommending updates to applicable road commission policies and procedures related to the Engineering Department.
12. Investigate public inquiries.
13. Assist in PASER ratings, responsible for Road Soft implementation and maintenance of inventory.
14. Assist in the ACT 51 Certification, and Transportation Asset Management Council requirements.

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of materials, methods, and equipment used in highway construction; ability to prepare and read construction plans and specifications; ability to perform engineering computations and quantities; ability to plan and direct the work of contractors; skill and understanding in the use of survey equipment, and computers; ability to gather and maintain records and reports, ability and skill in the use and understanding of material testing equipment.

**ESSENTIAL JOB ELEMENTS AND PHYSICAL DEMANDS (ADA): Physical Mobility**

- Ability to walk extended distances and climb stairs and ramps to access Commission and other work-related locations and facilities.
- Ability to read instructions, directions, and similar written information in letters, memoranda, forms and other documents. Ability to see traffic signs and similar items along roadways.
- Ability to converse orally with standard telephones and radios to receive and communicate information to employees and the public.
- Ability to lift, push, pull, and manipulate tools, equipment, supplies, and other objects often weighing upwards to 100 pounds. Ability to operate a standard car/pickup vehicle.
- Ability to use a computer, mobile device and/or tablet for entering information, word processing, spreadsheets, software programs, and mobile reporting and documentation.

**DESIRABLE QUALIFICATIONS**

1. Bachelor's degree in Civil Engineering or Associates degree in Civil Engineering Technology, with 5 years design experience or equivalent on-the-job experience in using Autodesk Civil 3D / Softree and AutoCAD. Experience with ESRI Arc GIS software is desired.
2. Must be organized and multi-task oriented and capable of controlling and organizing high levels of work activity.
3. Ability to deal with people courteously and effectively. Work satisfactorily with other employees.
4. Ability to work flexible and extended hours as necessary.

**EMPLOYMENT STATUS**

It is the policy of the commission that all employees in the position in this description are employed at the will of the commission and may resign or be dismissed with or without cause or notice at any time during employment.

**NOTE:** This description has been developed based upon the guidelines defined by the Americans with Disabilities Act.