**MASON COUNTY ROAD COMMISSION**

**JOB DESCRIPTION**

**POSITION:** Engineer or Engineer/Technician (New Position 2021) FLSA: Exempt

**GENERAL STATEMENT OF DUTIES:** Works under the general supervision of the Manager/Director and the direct supervision of the Senior County Highway Engineer who assigns duties periodically and reviews work accomplishments. Develop and design engineering plans utilizing Autodesk Civil 3D develop specifications, update road standards, and review policies. Observes and inspects projects under construction for conformance with engineering plans and specifications, road standards, and policies; acts as the Senior County Engineer's representative; monitors work of utility companies and checks for compliance with permit requirements; performs office computation's and field surveys; performs special assignment; sets up and maintains the permit files; does related work as required.

**EXAMPLES OF PRINCIPLE DUTIES:**

1. Assists with the preparation of all documentation for federal, state, and county/township projects (i.e. programming, construction work items, inspector daily reports, forms, estimates Field Manager, Project Wise) and the application of all necessary permits.

2. Inspects, documents, and supervises construction projects for compliance with plans and specifications including MCRC projects.

3. Surveying including survey stakes for construction projects (control point, grade and slope), structures, road grades, etc.

4. Prepares design computations, plans, and cost estimates for projects, Attend Grade Inspection and Pre-Construction meetings as required for projects.

5. Responsible for construction inspection and testing on Federal, State and County/Township projects including testing of materials, road and bridge inspection and testing for conformance.

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 Senior Engineer or the Manager/Director including annual update of charts, maps, intersection and traffic studies, traffic counts and assists with accident investigations.

8. Represents the Senior Engineer and Manager at meetings with Contractors and others as needed.

9. Assistance in reviewing plans and specifications prepared by consultants.

10. Experience with Autodesk Civil 3D. Familiar with GIS software and data collection.

11. Responsible for the review, investigation and issuance of routine permits for county right-of-way. Maintain files and responds to complaints revolving around the permit process.

12. Assistance in recommending updates to applicable road commission policies and procedures related to the Engineering Department.

13. Investigates public inquiries.

14. Assistance for annual PASER ratings, Road Soft implementation, and maintenance for inventory purposes.

15. Assistance in Annual 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 blueprints; 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 50 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.

**DESIREABLE QUALIFICATIONS**

1. Bachelor’s degree in Civil Engineering or Associates degree in Civil Engineering Technology, 1 to 2 years design experience or equivalent on-the-job experience in using Autodesk Civil 3D / Auto CAD. Experience with GIS software is desired.
2. Ability to deal with people courteously and effectively. Work satisfactorily with other employees.
3. Ability to work flexible and extended hours as necessary.

4. Must be organized and multi-task oriented and capable of controlling and organizing

high levels of work activity.

**PERMITTING DUTIES**

* Township Projects
  + Meets with Forman, Township Official on proposed projects.
  + Prepares Cost Estimates for Township Projects
  + Monitors progress on township projects.
* MCRC Permits
  + Utility Permits
  + Oversize & overweight permits
  + Driveway Permits
* Weighmaster in spring – checks trucks for weight & speed during weight restrictions.
* Inspection of Chip Seal Projects & HMA Paving Projects
* Assists Senior Engineer with questions as needed.

**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.