

Highway Engineer

SOUTH BEND, IN

Up to \$95,172 Annually

Position: Highway Engineer

Department: Infrastructure, Planning, & Growth

Location: County-City Building

Status: Full-Time

Job Category: PAT (Professional, Administrative, Technological)

FLSA Status: Exempt

Up to \$95,172 annually

Description:

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. St. Joseph County 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 undue hardship.

Incumbent serves as Highway Engineer for the St. Joseph County Department of Infrastructure, Planning and Growth, responsible for providing and maintaining public infrastructure and capital improvements to roads, bridges and drainage systems within St. Joseph County, as well as oversight of the St. Joseph County Highway Division.

Essential Functions:

Assists in planning, developing and administering capital improvement projects for roads, drainage systems and other public infrastructures.

Maintains long range work plans/schedules for road projects and creates an annual work plan. Includes designing and developing specifications, plans and bid documents, preparing estimates and budgets, and implementing and inspecting all road, bridge, drainage, and safety projects for St. Joseph County, while ensuring compliance with applicable regulations and contractual agreements.

Coordinates work plans with other County departments and local governments, and provides technical assistance to other departments within the County on various concerns, including traffic control, infrastructure maintenance, and land use planning.

Supervises and directs personnel, including administering personnel programs/procedures, planning/delegating work assignments, establishing goals/standards, providing orientation and training, evaluating job performance, interviewing job candidates, reviewing position responsibilities/salaries, recommending promotions/demotions, maintaining discipline and recommending corrective action as warranted.

Maintains regular communication with elected officials, legal counsel, local governments and other County departments. May serve as technical advisor and member on select boards and committees, as directed.

Represents the department and presents the County's position at various meetings, including County Commissioners, County Council, Home Builders' Association, Homeowners' Organization, various community organizations and other meetings as directed.

Performs and summarizes traffic safety studies, establishing ordinances and recommending solutions and other traffic calming measures.

Reviews quality assurance/control for road and bridge plans, evaluating road conditions, determining road ratings and utilizing pavement management systems, database and inventory.

Oversees and reviews drainage and site plans for subdivision development and economic development in the community. Reviews and inspects subdivision development, tracks construction progress, maintains surety database, and other review items as appropriate.

Performs various administrative duties, including composing correspondence, balancing budgets, managing and monitoring contracts/agreements, and completing/submitting various reports as required. Reviews personnel timesheets and claim vouchers as appropriate.

Responds to inquiries and complaints from the public and other County departments regarding transportation, road conditions, drainage concerns, and construction. Provides information/assistance, implements appropriate corrective measures, and/or directs individuals to appropriate department or personnel.

Prepares and submits various construction permit applications required by the State of Indiana.

Compiles data for grants and federal aid and completes and submits required applications.

Oversees and implements government infrastructure asset reporting and database (GASB 34) as required.

Oversees right-of-way acquisition for projects and issues permits for all construction and utility work within the public right-of-way. Works with Michiana Council of Governments (MACOG) to prepare road classifications.

Receives and approves driveway and utility permits as appropriate.

Research topics for ordinances, construction alternatives, procedures, and safety elements and reviews/updates St. Joseph County standards and specifications, design criteria, and policies.

Assists in developing, writing and implementing Department policy.

Maintains current knowledge of engineering standards and practices, and applicable State and County codes through continuing education and frequent reference to legal updates, manuals, and periodicals.

Attends training/seminars as necessary.

Performs related duties as assigned.

Qualifications:

Baccalaureate Degree in Civil Engineering or Construction Management and at least five (5) years previous related experience in design, construction, and maintenance of Civil Engineering facilities.

Registered Professional Engineer in the State of Indiana.

Thorough knowledge of federal, state and local codes and ordinances and ability to apply safety

rules and regulations as required.

Thorough knowledge of civil engineering principles, practices and techniques, and ability to review progress of ongoing engineering projects to ensure quality work under established specifications and guidelines.

Complete knowledge of County road system and general construction practices, regulatory requirements, and ASTM testing procedures for concrete, soil, and asphalt.

Knowledge of basic accounting principles, budget administration, and resource allocation and planning, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of field surveying principles and design procedures, and ability to perform field work and ensure accuracy of assigned survey projects.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare projects/proposals and detailed written reports as required.

Ability to operate standard office and engineering equipment, including computer and department software applications, keyboard, calculator, copier, fax machine, telephone, scanner, GPS survey equipment, printers, construction material testing equipment, and camera.

Ability to supervise personnel, including administering personnel programs/procedures, planning/delegating work assignments, establishing goals/standards, providing orientation and training, evaluating job performance, interviewing job candidates, reviewing position responsibilities/salaries, recommending promotions/demotions, maintaining discipline and recommending corrective action as warranted.

Ability to effectively communicate orally and in writing with co-workers, other County departments, City/County elected officials, MACOG, Indiana Department of Transportation (INDOT), Indiana Department of Environmental Management (IDEM) and other regulatory agencies, utilities, contractors, developers, consultants and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records 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, including occasional encounters with irate/hostile persons.

Ability to compute/perform arithmetic operations/calculations/measurements.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to understand, memorize, retain and follow verbal and written instructions.

Ability to apply knowledge of people and locations, plan/layout assigned work projects, and read/interpret detailed blueprints/specifications/layouts/maps.

Ability to work independently and with others in a team environment, often under time pressure, and on several tasks at the same time.

Ability to plan and present public speaking presentations and special events.

Ability to work extended hours, evenings and weekends as necessary and occasionally travel out of town for meetings/conferences, sometimes overnight.

Ability to testify in legal proceedings/court as necessary.

Ability to occasionally respond to emergencies on a 24-hour basis.

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

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