

**POSITION DESCRIPTION
COUNTY OF JOHNSON, INDIANA**

POSITION: Highway Engineer
DEPARTMENT: Highway
WORK SCHEDULE: 7:00 a.m. – 3:30 p.m., M - F
JOB CATEGORY: SO (Special Occupation)

DATE WRITTEN: April 1998 **STATUS:** Full-Time
DATE REVISED: March 2016 **FLSA STATUS:** Exempt

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Highway Engineer for the Highway Department, responsible for supervising design, construction, planning, traffic, and other engineering functions, and supervising personnel.

DUTIES:

Supervises and directs assigned personnel, including interviewing applicants, making hiring recommendations, planning/making work assignments, providing training and corrective instruction, evaluating performance, and maintaining discipline.

Supervises and performs engineering duties for highway and bridge projects, including planning/designing projects, right-of-way acquisitions, and drainage studies, recommending and reviewing professional consultants, estimating costs, preparing and reviewing bid documents and specifications, and administering project budgets.

Develops short and long term project plans and determines project priorities. Coordinates with Highway Supervisor and Highway Director in planning/assigning department personnel and material resources in maintaining county roads, bridges, culverts and related areas. Maintains inventory of county roads, bridges, culverts, and signs. Performs various functions with computer, including developing spreadsheets, preparing specifications and contracts, and hydraulic analysis. Directs GIS operations relating to Department.

Develops and implements traffic engineering studies and recommends related ordinances as needed, including researching driving speeds, traffic volume, and regulatory/warning signs. Directs and supervises technical personnel as needed.

Develops engineering standards for construction activities impacting county road and bridge assets. Reviews various plans/specifications for compliance with County ordinances, rules and regulations, such as subdivisions, large developments, residential and commercial drives, and utility permit applications. Coordinates planning efforts with other government agencies, including providing

subdivision technical assistance/information to developers, builders, utility companies, and property owners regarding entrance and exit right-of-way road construction and repair standards.

Assists Highway Director in preparing and administering various Department budgets, including making recommendations, assisting in writing, and attending meetings.

Attends various meetings as needed or requested to review and submit engineering recommendations on projects, such as County Council, Board of County Commissioners, Board of Zoning Appeals, Drainage Board, and Plan Commission. Prepares and gives presentations to various organization or groups and responds to citizen requests.

Serves on 24-hour call for emergency situations.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree in civil engineering and possession of Professional Engineer license in the state of Indiana.

Ability to supervise and direct assigned personnel, including interviewing applicants, making hiring recommendations, planning/making work assignments, providing training and corrective instruction, evaluating performance, and maintaining discipline.

Thorough knowledge of and ability to make practical application of principles and practices of engineering, road construction/maintenance, department goals and objectives. Ability to assess County needs and effectively design, develop and implement projects.

Thorough knowledge of legal requirements and specifications of assigned construction projects, with ability to review and approve project plans and ensure proper inspection as needed.

Ability to properly operate of variety of standard office and engineering equipment, including computer, computer assisted drafting and spreadsheet software, copier, fax, calculator, vehicle, and surveying equipment.

Ability to assist in writing, preparing, and administering Department budget.

Ability to effectively communicate orally and in writing with co-workers, other County departments, various city, state, and federal agencies, utilities, contractors, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to plan and layout assigned work projects and work alone and with others in a team environment with minimum supervision.

Ability to work rapidly for long periods and work on several tasks at the same time, often under time pressure.

Ability to develop and administer cost-effective annual and project budgets, develop bid specifications, and prepare reports as required.

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergencies.

Ability to occasionally work extended, weekend, and/or evening hours, and travel out of town, sometimes overnight.

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

II. DIFFICULTY OF WORK:

Incumbent supervises the design and completion of County highway, bridge, and related construction projects according to Department goals and objectives and standard practices of the profession, exercising independent judgment in determining project priorities and ensuring compliance with legal requirements. Incumbent's work involves a wide variety of administrative and engineering duties, often requiring careful consideration of new and/or unusual situations and circumstances.

III. RESPONSIBILITY:

Incumbent supervises engineering duties related to maintaining County roads and bridges, including planning, developing and inspecting construction projects, administering related budgets, cooperating with a variety of County agencies and utilities, and supervising personnel. General objectives of incumbent's work are known, with unusual and/or unprecedented situations discussed with supervisor as needed. Work is reviewed for soundness of judgment, attainment of objectives and compliance with applicable legal requirements.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication with co-workers, other County departments, various city, state, and federal agencies, utilities, contractors, and the public for a variety of purposes, including negotiating cooperation on projects, explaining and interpreting Department policies and legal requirements, and supervising personnel.

Incumbent reports directly to the Highway Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, outdoors, and in a vehicle, involving standing/walking, walking on uneven terrain, lifting/carrying objects weighing more than 50 pounds, close and far vision, reaching, bending at waist, pushing/pulling, handling/grasping and fingering

objects, and exposure to varying weather conditions and physical hazards normally associated with construction sites. Incumbent serves on 24-hour call for emergencies. Incumbent occasionally works extended, weekend, and/or evening hours, and travels out of town, sometimes overnight.

Applicants should submit Johnson County's standard job application with a detailed resume to:

Lucas Mastin - Director
Johnson County Highway Department
1051 Hospital Road
Franklin, IN 46131
(317) 346-4641
lmastin@co.johnson.in.us