

**POSITION DESCRIPTION**  
**COUNTY OF JOHNSON, INDIANA**

**POSITION:** Engineering Designer  
**DEPARTMENT:** Highway  
**WORK SCHEDULE:** 7:00 a.m. - 3:00 p.m., M - F  
**JOB CATEGORY:** PAT (Professional, Administrative, and Technological)

**DATE WRITTEN:** September 2017                      **STATUS:** Full-Time  
**DATE REVISED:** February 2018, August 2018                      **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Johnson County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Engineering Designer for the Highway Department, responsible for assisting in the planning, designing, and documentation of construction of County highway projects.

**DUTIES:**

Researches solutions to current construction projects and develops construction plans as assigned. Assists in estimating materials usage and costs for projects. Conducts safety inspections of County bridges and structures. Periodically reviews work done by other Department personnel, including calculations, design solutions, and policies.

Interprets topographical survey and structure information with computer aided design (CAD) program, including detailing pipe structures, headwalls, bridges, roadways, and intersections for project plans.

Maintains Department computer network, including recommending equipment purchases, performing software/hardware upgrades, resolving computer problems, and assisting Department personnel.

Prepares documents for construction projects, including determining specifications, permits, and estimating costs. Performs deed searches for purchases of right-of-way.

Periodically meets with utility representatives and the public to resolve disputes concerning construction projects and negotiating for right-of-way access.

Maintains current knowledge of engineering practices and construction issues by reading professional publications, researching the internet, attending meetings, and periodically attending training seminars as required.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS:**

Associate Degree in civil engineering or construction technology or related field with previous related work experience. . High school diploma or GED required.

Must be at least 18 years of age.

Ability to obtain and maintain required Indiana Department of Transportation certifications.

Thorough knowledge of and ability to make practical application of principles and practices of engineering, road construction/maintenance, Department goals and objectives.

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

Working knowledge of standard English grammar, spelling and punctuation, and ability to properly operate office equipment including, computer, calculator, fax machine, postage meter, copier, scanner, and telephone.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Indiana Department of Transportation, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to compare or observe similarities and differences between data, people, or things, compute, perform arithmetic operations, and compile collate, or classify data.

Ability to analyze, evaluate, observe, diagnose, investigate, coordinate, place, make determinations, and take action based on data analysis.

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 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 work alone with minimum supervision and with others in a team environment.

Ability to provide public access to or maintain confidentiality of department information and records according to State requirements.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to testify in legal proceedings/court.

Ability to occasionally work extended hours, weekends, and evenings, travel out of town for trainings, sometimes overnight, and respond to emergencies on 24-hr basis.

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

## **II. DIFFICULTY OF WORK:**

Incumbent assists in designing and documenting County highway and bridge construction projects according to Department goals and objectives and standard practices of the profession, exercising independent judgment in interpreting data. Incumbent's work involves a wide variety of engineering duties, often requiring careful consideration of new and/or unusual situations and circumstances.

## **III. RESPONSIBILITY:**

Incumbent assists in maintaining county roads and bridges, including planning and inspecting construction projects. General objectives of incumbent's work are known, with unusual and/or unprecedented situations discussed with supervisor as needed. Work is reviewed for compliance with Department policy and technical accuracy. Work errors are primarily detected or prevented through supervisory review and could result in an inconvenience to other agencies or public.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains communication with co-workers, other County departments, Indiana Department of Transportation, and the public, for the purpose of exchanging information.

Incumbent reports directly to the Highway Engineer.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment in the highway department and in the field including, sitting and walking at will, standing/walking for long periods, sitting for long periods, lifting/carrying objects weighing under 50 pounds, hearing sounds/communication, handling/grasping objects, fingering objects, pushing/pulling objects, crouching/kneeling, keyboarding, speaking clearly, color perception, bending, reaching, close vision, far vision, and depth perception. Field duties may require walking on uneven terrain, working in wet/icy surroundings, working in extreme hot or cold temperatures, working near fumes, odors, dust, dirt, working in a noisy environment, working in confined areas, wearing protective clothing or

equipment, and working in high places.

Incumbent occasionally works extended hours, weekends, and evenings. Incumbent occasionally responds to emergencies on 24-hr basis and travels out of town for trainings, sometimes overnight.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Engineering Designer for the Highway Department the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print/Type name