

**Monona County Employer's
Job Description**
(Revised 11/2023)

Name: _____

Department: Secondary Roads

Position Title: Assistant to the Engineer I

Pay Grade: TBD

Status: Hourly / Non-Exempt

Reports To: County Engineer; Maintenance
Superintendent

Primary Purpose for Position

The primary purpose of this position is to function as the first technical assistant to the County Engineer, supervises field personnel, and is responsible for overseeing and the administration of construction projects. This is an administrative position and must represent the Department and County in a professional manner.

Essential Duties and Responsibilities

The following are primary duties for this position. These job duties are not to be construed as exclusive, or a specific list, and other duties may be required and assigned by the County Engineer or Maintenance Superintendent.

- Plan and Specification Preparation
- Provides supervision over labor forces assigned to capital projects.
- Drafts detailed dimensional drawings such as those needed for street, drainage, and other utility plans, systems and projects.
- Calculates dimensions, profile information, and quantities of materials.
- Assists in the preparation of specifications, coordinates required advertising for bids, reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.
- Serves as a designer, by making final project drawings, checking dimension of parts, materials to be used, relation of one part to another, and relation of various parts to whole structure or project; making any adjustments or changes necessary or desired; inking in lines and letters on pencil drawings as required.
- Drawing charts for representation of statistical data; drawing finished designs from sketches; using the latest computer assisted drafting and design (CADD) equipment and software.
- Reviews project plans and specifications, confers with County Engineer or designee concerning assistance required such as plan preparation, acceptance testing, evaluation of field conditions, design changes, and reports.
- Surveys project sites to obtain and analyze topographical details of sites.
- Writes legal descriptions for dedications, annexations, local improvement districts, easements or condemnations. Including researching records, maps and other data to obtain such typical engineering data such as location of drainage areas, benchmarks, etc. and zoning district designations or special property assessments.
- Inspects construction projects to determine conformance of work to the required project specifications.
- Ensures all required Iowa DOT and FHWA paper work is completed in accordance with Project Agreements.
- Conducts materials testing and analysis.
- Prepares reports detailing tests conducted and results.
- Drafts and calculates field notes to document quantities, alignment, grade and locations according to project plans or to document monthly and final progress estimates.

- Assists in the review of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.
- Supervises and inspects work completed by County forces on capital improvements.
- Assists in the maintenance of engineering and infrastructure records and required documentation.
- Maintains cornerstone, bridge, and culvert files
- Reviews applications for utility permits, entrance permits, and work in ROW permits.
- Manages records for the development of pavement management systems.
- Assist the Office Manager with payroll serving as a second stage for payroll verification
- Assist the Road Superintendent
- Performs occasional custodial tasks
- Assist with deliveries and unloading materials
- Respond to emergencies, e.g. snowstorms and floods, etc., at anytime required by the county and plows snow when needed
- Expected to work with minimal supervision and is responsible for directing their own daily activities.
- Performs a variety of office related functions, including preparing permits, inventory of equipment and materials, correspondence, maps, presentation materials, brochures, reducing field notes, printing materials, answering phones, filing and responding to inquiries from contractors, developers, property owners, staff, and the general public.
- Serves as a member of various employee committees
- Other duties or assignments as required or directed

Essential Knowledge, Skills, & Abilities

- Knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; some knowledge of applicable County policies, laws, and regulations affecting Division activities;
- Considerable skill in arriving at cost estimates on complex projects; some skill in operating the listed tools and equipment; some skill in basic drafting, surveying, and flagging.
- Ability to prepare, organize and maintain engineering field and office data, reports and systems;
- Ability to effectively communicate complex technical information, orally and in writing, to contractors, developers, property owners, employees, consultants, other governmental agency representatives, County officials and the general public.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED certification. CPR, first aid training. Experience with various types of construction equipment. Minimum of two (2) years of experience in the construction field or an equivalent of a combination of education and related experience.

Must obtain and maintain Iowa DOT Certified Technician certifications for Contract Administration II, HMA Sampler, PCC I and PCC II, Aggregate Tech and Erosion Control within two (2) years of employment.

Other training as deemed necessary.

Possess a valid Iowa Drivers' License and provide proof of insurance. Commercial Drivers' License (CDL) Class B is preferred.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information
- Ability to explain, demonstrate and clarify to others within well established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests from others

- Ability to utilize a wide variety of descriptive data & information, such as regulations, time sheets, vehicle maintenance reports, maps, safety bulletins, engineer drawings and general operating manuals
- Ability to communicate effectively with Department personnel, subordinates, Engineer, Board Supervisors and County residents

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities
- Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of duties and to promote a respectful working relationship with department employees

Physical Requirements & Expectations

- Ability to function in a wide variety of physical activities, including construction sites, work projects, and moderate lifting of equipment
- Ability to translate from outside work environment to inside office work and vice-versa
- Ability to exert heavy physical effort which may involve some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.

Environmental Conditions

- Ability to work under adverse and uncomfortable conditions where exposure to environmental factors such as temperature variations, toxic agents, noise, vibrations, wetness, machinery and/or dust may cause discomfort and where there is a risk of injury.

Compliance

- Compliance with the employee handbook, county policies, department work rules, directives.

Monona County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Acknowledge

The undersigned employee hereby acknowledges receipt of this Job Description and requirements.

I hereby acknowledge and attest that I have read and understand the Job Description outline above and the required job functions. I further acknowledge and understand that this document is merely an outline of the job functions and that other job duties may be required in this position.

Employee Signature

County Engineer

Date