

**Monona County**  
**Employer's Job Description**  
(Revised August 2015)

<b>Name:</b> _____	<b>Department:</b> Secondary Roads
<b>Position Title:</b> County Engineer	<b>Pay Grade:</b> Set by Board of Supervisors
<b>Status:</b> Department Head	<b>Reports To:</b> Board of Supervisors

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**Position Summary**

Manages the County's Secondary Roads Department; plans, organizes, directs, and coordinates the work schedule, projects, and activities of all personnel and is responsible for the administration, planning, maintenance, design, and construction of county roads, right-of-ways, culverts, and bridge repair.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These job duties are not to be construed as exclusive or a specific list, other duties may be required and assigned by the Board of Supervisors.**

- Directs projects and Department operating budgets. Approves appropriations, payroll and major purchases. Prepares capitol equipment bid specifications.
- Supervises and directs road project development and construction administration including surveying and preparation of designs, plans, specifications and project estimates. Approves designs.
- Directs, through subordinates, county-wide road and bridge maintenance programs including maintenance shop operations and materials and supply allocations. Conducts on-site inspections of maintenance, repair and construction work.
- Develops general Department rules, regulation and administrative policies with the approval of the Board of Supervisors. Evaluates any department or employee problems or issues, and decides on a reasonable solution in consultation with Board and HR department, and directs solution implementation.
- Ability to plan, organize, direct, and coordinate all projects, short-term goals and long-range objectives, and to deal with frequent interruptions, irregularities, and other difficulties that may arise including verbal abuse or criticism from the public.
- Ability to implement human resource policies, address and handle employee complaints and grievances, and directives from the Board of Supervisors.
- Recruits and selects Department personnel. Administers performance appraisals. Implements or directs disciplinary action. Addresses grievances and other personnel matters.
- Advises Board of Supervisors regarding all work projects, and road maintenance.
- Develops maintenance agreements with neighboring counties and cities.
- Promotes and implements county transportation system multi-year planning
- Performs other directives or tasks as instructed by the Board of Supervisors.

**Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

- Approves driveway access permits.
- Develops designs for culvert repairs.
- Monitors contractors performance.

# **Physical and Mental Abilities Required to Perform Essential Job Functions**

## **Language Ability and Interpersonal Communication**

- Ability to decide the time, place and sequence of operations within an organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria, in order to determine consequences and to identify and select alternatives.
- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory and design data and information such as budgets, billing statements, project plans and drawings, inspection reports, DOT directives, long-range construction program, policy manuals, instructional memos, design guidelines, Code of Iowa, traffic sign manuals, accounting methods, engineering manuals and educational curricula.
- Ability to communicate orally and in writing with County Board Supervisors, Iowa DOT, attorneys, other engineers, contractors, consultant and vendor representatives.

## **Mathematical Ability**

- Ability to apply algebraic and trigonometric formulas. Ability to interpret inferential statistical reports and/or formulation and equation data.

## **Judgment and Situational Reasoning Ability**

- Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

## **Physical Requirements**

- Ability to operate equipment and machinery with some requiring complex and rapid adjustments, such as motor vehicle, transit/level, calculator, telephone and two-way radio.
- 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 moderate physical effort in sedentary to light work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.

## **Environmental Conditions**

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as temperature variations or extremes, odors, toxic agents, noise, wetness, machinery, disease and/or dust may cause discomfort and poses little risk of injury.

## **Compliance**

- Compliance with the employee handbook, county policies, department work rules, Board directives, and the terms of the collective bargaining agreement are required.

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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. Please refer to the employee handbook and union contract for additional information.

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**Acceptance & Acknowledgement**

The undersigned hereby acknowledges receipt of this updated and revised 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.

Date: \_\_\_\_\_

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Engineer's Signature

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\_\_\_\_\_

Board of Supervisors

Attest: \_\_\_\_\_

County Auditor