

# Assistant County Engineer

Dept/Div: Highway

FLSA Status: *Exempt*

## General Definition of Work

Performs complex advanced technical work assisting in the overall direction, administration and management of the Public Works Division, and related work as apparent or assigned. Departmental supervision is exercised over all personnel within the department in the absence of the County Engineer.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below 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.*

## Essential Functions

- Represents department in the County Engineer's absence
- Assists in developing and implementing long range construction and maintenance of County highway system
- Assists in overseeing the County Survey operations

## Knowledge, Skills and Abilities

Thorough knowledge of County and departmental policies, practices and procedures; general knowledge of equipment manuals, policy and procedure manuals; thorough knowledge of vehicle maintenance reports, attendance records and time sheets; comprehensive knowledge of State/Federal Highway Design Standards, State drainage laws, labor contracts State/Federal environmental laws; comprehensive knowledge of billing statements; thorough knowledge of standard office equipment and office software; ability to make arithmetic computation, compute rates, ratios and percentages; knowledge of governmental accounting practices; comprehensive knowledge of math/physics and engineering concepts.

## Education and Experience

Bachelor's degree in Civil Engineering, or related field and considerable experience as a licensed engineer, or equivalent combination of education and experience.

## Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work frequently sitting and speaking or hearing and occasionally requires standing, walking, using hands to finger, handle or feel and reaching with hands and arms; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather); work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

Minnesota Licensed Professional Engineer  
Valid driver's license in the State of Minnesota.