



Title: County Engineer

FLSA Status: Exempt

Department: Highway

Updated: 11/2022

General Definition of Work

Performs complex work related to the design and construction of engineering projects and maintenance of the County's roads and bridges, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the County Board and County Coordinator.

Supervision is exercised over all department personnel.

Essential Functions

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 an individual with disabilities to perform the essential functions.

- Plan, organize, coordinate, and supervise Highway Department maintenance and engineering operations and project delivery.
- Communicate with and advise County Commissioners, County Administrator, other agency officials, businesses, and public regarding departmental policies, programs, projects, and operations.
- Develop and monitor departmental budget, including long range road and bridge improvement plans and equipment replacement plans.
- Direct, supervise, approve, and certify plans, specifications, contracts, and completion of all county road and bridge construction projects.
- Hire, direct, coach, and guide departmental staff. Approve departmental payroll. Respond to staff related questions, grievances, discipline, termination, or special issues.
- Administer annual bridge inspection program and conduct annual inspections on all bridges on county, township, and city roads.
- Represent the county before news media, elected officials, local, state, and federal officials, staff from other counties, local and regional authorities, and the community to present the county position on programs, policies, and procedures.
- Direct and oversee state, regional, and federal contracts, grant applications, and reporting documents.
- Monitor compliance with funding requirements.



Knowledge, Skills and Abilities

Comprehensive knowledge of the principles and practices of civil engineering as related to the development and construction of public works projects; ability to plan, lay out and direct the work of subordinates; skill in the use of civil engineering instruments and equipment; ability to communicate complex ideas effectively both orally and in writing; ability to plan projects and prepare related designs, estimates and specifications; ability to perform difficult engineering computations and to make comprehensive recommendations on engineering problems and planning; ability to establish and maintain effective working relationships with County officials, associates, contractors and the general public.

Minimum Qualifications

Bachelor's degree and extensive experience, or a combination of equivalent education and experience.

Special Qualifications

Professional Engineer in State of Minnesota.
Bridge Safety Inspection Certifications within six months.
Valid driver's license in the State of Minnesota.

Working Conditions

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees always sit but may walk or stand for most periods of time.
- This classification seldom involves physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, and pulling.
- This classification frequently involves repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; and hearing is required to receive detailed information through oral communication and/or to make fine distinctions in sound.

Physical Exertion (Pounds)	
Up to 10	Frequent
Up to 25	Regular
Up to 50	Occasional
Up to 100	Seldom
100 or more	Seldom

Environmental Exposures	
Work near moving mechanical parts	Occasional
Work in high, precarious places	Seldom
Toxic or caustic chemicals	Seldom
Outdoor weather conditions	Frequent
Extreme Cold, non-weather	Seldom
Extreme Heat, non-weather	Seldom
Noise Level	Moderate

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.