

# WARD COUNTY POSITION DESCRIPTION

**DEPARTMENT:** County Highway Department  
**POSITION TITLE:** Senior Assistant County Engineer  
**IMMEDIATE SUPERVISOR:** County Engineer  
**SUPERVISORY RESPONSIBILITIES:** Yes

**SALARY GRADE:** 18  
**STATUS:** Exempt  
**STORM ESSENTIAL:** Yes

**EMPLOYEE'S NAME:** \_\_\_\_\_

**EMPLOYEE'S SIGNATURE:** \_\_\_\_\_ **DATE :** \_\_\_\_\_

**SUPERVISOR'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**1. GENERAL DESCRIPTION OF POSITION:**

Under supervision of the County Engineer, is responsible for engineering and maintenance operations. Will perform complex civil engineering work, project inspection, record keeping and document preparation, planning road improvements, determining priorities of projects, supervise county projects, and assist with budget planning and administration. Directs and coordinates design, construction and maintenance projects. A registered professional engineering license is required.

**2. DUTIES AND RESPONSIBILITIES: ("•" Indicates essential function)**

- Coordinates and assists with managing the highway department construction and maintenance operations which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensuring compliance with Federal, State, and Local laws, regulations, codes, and/or standards; and coordinating activities between multiple departments or functions.
- Responsible for performing complex professional civil engineering work. Responsibilities may include design, cost estimation, investigation and development of roadway construction or maintenance projects, prepare hydraulic reports, directing location surveys, analyzing project information, permitting, wetlands mitigation, and assessing materials.
- Responsible for precise project inspection to determine compliance and acceptability of technical road construction work performed by others. Supervises and provides technical guidance to staff.
- Responsible for performing and supervising record keeping and document preparation necessary for federally aided road construction and flood restoration type work.
- Plans, organizes, coordinates, assigns and evaluates the work of engineering staff.
- Manages the allocation of material and manpower resources to various projects, setting priorities to deal with emergencies and unanticipated needs, and coordination maintenance and repair activities with other public and private agencies.
- Oversees maintenance and construction of roads in unorganized townships and contracting and/or negotiating with organized township for County services.

#### Senior Assistant County Engineer

- Conducts right-of-way negotiations, title search work, survey work, and develops site plans.
- Attends to public relations duties such as handling complaints and requests from elected officials and citizens.
- Assists with the oversight of the County Park system within Ward County.
- Assists with Floodplain Administration and permitting, reviewing Development Forms and Storm Water Management Plans.
- Assist the Highway Engineer in all necessary functions of that position as needed.
- Create a positive and productive work atmosphere by communicating and maintaining a professional manner with supervisors, employees and the general public.
- Working knowledge of County personnel policies and procedures and other performance guidelines.

### **3. SUPERVISION RECEIVED/EXERCISED:**

The Senior Assistant County Engineer is supervised by the Ward County Engineer and supervises all Ward County Highway Department employees.

### **4. POSITION QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES): ("•" indicates essential function)**

- Requires a Bachelors Degree in Civil Engineering supplemented by six years of highway engineering or related experience and extensive additional formal training or experience. Two year of experience in highway design, construction inspection or maintenance operations after obtaining their professional engineers license.
- Possess a ND Professional Engineer or the ability to become certified within North Dakota
- Considerable knowledge of highway engineering, construction, design, principles, practices, hydraulic analysis and design, and equipment as related to highway construction.
- Ability to prepare, interpret and utilize civil engineering plans, maps, specifications and reports.
- Ability to plan and supervise the work of a staff of professional, technical, clerical, and trade employees.
- Knowledge of the preventive maintenance requirements, safe operating requirements and skilled operating requirements of the equipment involved.
- Knowledge of the combinations of operators and equipment best suited to key maintenance and constructions activities, and the ability to adjust the combinations in response to variations in haul distances, traffic conditions and related influences.
- Ability to estimate the quantities of materials required and to measure work completed, calculates materials used, and records employee, equipment and hours used.
- Knowledge or experience with floodplain management and permitting.
- Requires knowledge of the principles and use of Windows based PCs and office, engineering, and GIS software (such as: Word, Excel, Outlook, Teams, PowerPoint, AutoCAD, Civil 3D, HY8 or similar software).
- ND driver's license and insurable driving record.

5. **PHYSICAL AND MENTAL DEMANDS:** These support the essential functions of the position.
  - Position is generally in an office environment but roughly works outside 30% of the time and requires periodic inspection at outdoor project locations.
  - Must be able to lift and move moderately heavy items (up to 50 lbs), bend, stretch, reach, climb into and out of trucks and vehicles, walk or climb up and down hills and steep slopes in sometimes rugged terrain, and in inclement weather.
  
6. **WORK ENVIRONMENT:**

Position is generally in an office environment. Limited time is spent outside in extreme weather conditions. This position is exposed to cold, heat, wind, dust, and precipitation of all forms. Working conditions in the field include uneven, rough, steep slopes in sometimes-rugged terrain and in inclement weather. This position is expected to work extra hours to meet deadlines and during the construction season. At times the hours may extend to as many as 16 per day, particularly during the construction season.
  
7. **OTHER ASSIGNMENTS:**

The County Commissioners reserve the right to amend the functions assigned this position, either temporarily or permanently, at anytime as they determine the best interest of this department. Further, employees may be assigned other or additional functions to fill-in during the absence of other employees or vacancies in other positions.

01/05/2024