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Dennis L. Borchard
Managing Director
(989) 399-3772

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Director of Engineering
(989) 399-3761

Michael S. Girard
Dir. of Finance & Benefits
(989) 399-3759

Thomas E. Luck
Information Technology Manager
(989) 399-3778

Daniel T. Medina
Director of Maintenance
(989) 399-3773

Rob Hudec
Maintenance Superintendent
(989) 399-3755

OTHER SERVICES

Permits/Addressing
Scott Hare
(989) 399-3754

Service Requests
(989) 752-6140



Saginaw County Road Commission

MANAGEMENT JOB POSTING Assistant Engineer

March 3, 2017

Applications are being accepted through Thursday, April 6, 2017 for the Management Position of Assistant Engineer.

General Summary:

Shall assist the Director of Engineering to ensure that all roads and bridges are designed and constructed in conformance with accepted engineering principles, standards and practices. Reports directly to the Director of Engineering.

Major Duties of Position:

- Keeps abreast of changes to engineering standards and methods with regard to street and highway design and construction
- Makes recommendations to the Director of Engineering regarding construction materials or techniques that may be employed on road or bridge projects to secure better and/or more economical results.
- Maintains and encourages cooperative and positive public relations in all dealings of the Engineering Department with citizens, businesses, and governmental agencies and officials.
- Insures that Road Commission plat rules and regulations are in conformance with the current Michigan Plat Act Standards.
- Reviews and/or oversees the review of plans for the construction of new streets and subdivisions and makes recommendations to the Director of Engineering as to possible changes or potential problems.
- Continuously evaluates and reports on the condition of bridges and roadways, recommending projects for their maintenance, repair, reconstruction or replacement.
- Supervises the review of all construction permit applications for work within county road rights-of-way and the issuance of permits for construction by various municipalities, utilities, contractors and citizens when applicable.
- Assists the Director of Engineering in working with consulting engineering firms for the design of bridges and roads and advise them in the preparation of plans, specifications, and bidding documents.
- Works with the Michigan Department of Transportation Staff, attends grade inspections and preconstruction meetings, makes periodic on-site inspections and reviews all pertinent project documents.
- Works as a Project Manager as needed for the Federal Aid or Local Agency Program Bridge projects.

ADDRESS
3020 Sheridan
Saginaw, MI 48601

PHONE NUMBER
(989) 752-6140

FAX NUMBER
(989) 752-8934

WEB SITE
www.scrc-mi.org

- Assists construction manager with inspection, documentation of records, and certification of material records on Federal and State funded road paving and bridge projects.
- Interprets the content of contracts; specifications and plans to contractors, subordinates, the public and others; settles differences between employees and contractors.
- Prepares easements and grading permits as needed and assists in negotiations with property owners to secure their approval.
- Oversees and/or supervises the training of employees in property survey and inspection techniques and documentation methods for Federal Aid Projects
- Performs traffic signal optimization studies, coordinating with the MDOT as necessary
- Performs traffic studies and warrant analyses as necessary throughout the county road network
- Maintains a traffic count database
- Assists with the selection and placement of new signs
- Resolves conflicts between design and construction when necessary
- Obtains permits from the MDEQ, MDOT, and Saginaw County Public Works Commissioner.
- Provide project estimating for budget purposes to townships.
- Responsible for scour inspections for scour critical bridges.
- Responsible for keeping GIS database for Engineering Department updated.
- Understand Permit Officer duties and Construction Project Manager Duties. Fill in for engineering department employees in their absences.
- Performs other duties as assigned

Job Qualifications:

- Must have a Bachelor of Science degree in Engineering (Civil preferred)
- Must have a minimum of three years of practical experience in plan preparation and cost estimating for road construction and bridge construction projects.
- Must have a working knowledge of computer software such as AutoCAD, ESRI ArcGIS, Microsoft Products (Access, Excel, Word, etc), and RoadSoft.
- Experience with traffic signal software such as Sim Traffic, Synchro, or CORSIM would be preferred.

The education, experience, and qualifications listed above are guidelines. Other combinations of education and experience that could provide the necessary knowledge, skills and abilities to perform the job will be considered.

Physical Requirements and Work Environment:

Any employee in this position will be required to work independently to do any or all of the duties described. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the essential functions of the job with reasonable accommodation.

While performing the work of this position, the employee works primarily in an indoor office setting, with occasion duties completed outside of the office. They may travel outside of the office to attend meetings, investigate permit applications, visit construction projects, evaluate potential projects, etc. Outdoor activities may require traversing rough terrain and being exposed to loud noise and hazardous environmental conditions, working within traffic and construction zones. The incumbent communicates with others orally, in person or over the telephone, to coordinate activities, explain programs or projects, and gather or provide information. When leading meetings, the incumbent communicates verbally with others in a group setting. The incumbent sits at a desk or computer for extended periods, with the ability to move about at will. When preparing reports, written correspondence, and communicating with others via electronic mail, he or she makes repetitive hand/arm movements using a writing instrument and paper

of keyboard and mouse. When preparing reports, the incumbent collects, analyzes, and evaluates data. The incumbent must be able to hear communications.

The employee may be required to lift or move 50 lbs., and reach shelves or file cabinets from floor level to 72 inches above the floor for general filing and review. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is occasionally required to stand, walk, climb, balance, stoop, kneel, crouch and crawl.

Scheduling:

This is a salaried position and requires working whatever hours are required to complete the essential functions of the job.

Note:

All applications must be submitted on the "Application for Job Posting" form. Copies are available at www.scr-mi.org. Please submit "Application for Job Posting" to:

Joe Wisniewski, Director of Engineering
Saginaw County Road Commission
3020 Sheridan Ave
Saginaw, Michigan 48601

The above description has been developed based on the guidelines as defined by the Americans with Disabilities Act (1990). This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.