

SAGINAW COUNTY ROAD COMMISSION

JOB DESCRIPTION

POSITION: ASSISTANT ENGINEER

Non-Union Salaried Position

EMPLOYEE: _____

Employee's Signature: _____ **Date** _____

Approved: _____ **Date** _____
Manager

GENERAL SUMMARY:

Shall assist the Director of Engineering in the budgeting and planning of department activities and the supervising and directing of the engineering function for the Saginaw County Road Commission 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:

1. Keeps abreast of changes to engineering standards and methods with regard to street and highway design and construction.
2. 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.
3. Maintains and encourages cooperative and positive public relations in all dealings of the Engineering Department with citizens, businesses, and governmental agencies and officials.
4. Ensures that Road Commission plat rules and regulations are in conformance with the current Michigan Plat Act Standards.
5. 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.
6. Continuously evaluates and reports on the condition of bridges and roadways, recommending projects for their maintenance, repair, reconstruction or replacement.
7. 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.
8. 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.
9. Works with Michigan Department of Transportation Staff; attends grade inspections and preconstruction meetings, makes periodic on-site inspections and reviews all pertinent project documents.
10. Works as a Project Manager for the Federal Aid or Local Agency Program Bridge projects.
11. Responsible for inspection, documentation of records, and certification of materials records on Federal and State funded highway paving and bridge projects.
12. Interprets the content of contracts, specifications and plans to contractors, subordinates, the public and others; settles differences between employees and contractors.

13. Prepares easements and grading permits as needed and assists in negotiations with property owners to secure their approval.
14. Oversees and/or supervises the training of employees in proper survey and inspection techniques and documentation methods for Federal Aid Projects.
15. Performs traffic signal optimization studies, coordinating with the MDOT as necessary.
16. Performs traffic studies and warrant analyses as necessary throughout the county road network.
17. Maintains a traffic count database.
18. Assists with the selection and placement of new signs.
19. Resolves conflicts between design and construction when necessary.
20. Performs other duties as assigned.

JOB QUALIFICATIONS:

1. Must have a BS degree in Engineering (Civil preferred) and be registered or in the process of being registered in Michigan as a Professional Engineer.
2. Must have experience in long range planning and record keeping.
3. Must have a minimum of three years of practical experience in plan preparation and cost estimating for road construction and bridge construction projects.
4. Must have a working knowledge of computer software such as AutoCAD, Arc Info, ArcView, Microsoft Access, Excel, Word, Roadsoft and other GIS programs as may be useful.
5. Experience with traffic signal software such as Sim Traffic, Synchro, or CORSIM would be preferred.