

# TALLADEGA COUNTY COMMISSION



**POSITION:** CIVIL ENGINEER – INFRASTRUCTURE PROJECTS  
**DEPARTMENT:** Talladega County Water & Highway Department  
**PAY RANGE:** DOQ  
**FLSA:** Exempt

**OVERVIEW:** Responsible for coordinating and managing infrastructure projects for the water and highway departments.

## **ESSENTIAL JOB DUTIES:**

Under the supervision of the County Engineer and/or County Administrator performs the following duties:

- Oversees and monitors the work of contractors; inspects work for quality and compliance with terms and contracts for water system and road, street, and bridge projects.
- Maintains accurate records and reports of expenditures; reviews and approves change orders within established parameters.
- Maintains thorough and accurate records of all construction activities.
- Oversees construction, inspection, and documentation of all County, State, and Federal Aid Projects.
- Inspects County, State and Federal aid projects.
- Surveys and tests/samples materials on County, State, and Federal Aid projects.
- Coordinates the work interactions of contractors, subcontractors, utility companies, etc. for water or road construction projects.
- Gives status reports to the County Engineer, County Administrator, and the public on any ongoing project as requested.
- Provides information for budgetary purposes.
- Communicates and coordinates regularly with others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Reviews ROW maps and plans of state and county roads to ensure efficient and effective placement of water lines in available ROW.
- Report on status of work/projects to County Commission as directed.
- Other duties as assigned from time to time

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Must have the following:

- Comprehensive knowledge of activities related to public works infrastructure projects: engineering, bidding, and construction.
- Thorough knowledge of methods, practices, techniques, equipment, tools, materials, and supplies used in street and highway and water system construction.
- Thorough knowledge of safety regulations, protocols, principles, practices and procedures for water system and highway construction.
- Experience related to compliance with ADEM's requirements: inspections related to stormwater permits, documents, and close-out.

- Thorough knowledge of the operation of tools used in street construction and maintenance including backhoes, rollers, lay down equipment, concrete mixers, excavators, milling machine, mud jack, crack sealers, seal coat equipment, and hand power tools.
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Ability to understand and follow oral and/or written policies, procedures and instructions.
- Ability to prepare and present accurate and reliable reports containing findings and recommendation.
- Some knowledge of Alabama Department of Transportation Specifications and construction procedures.
- Some knowledge of surveying principals.
- Some knowledge of civil engineering and construction drafting.
- Some knowledge of construction materials, and specifications.
- Some knowledge of construction principles and practices.
- Some knowledge of mathematical calculations used in engineering design and construction project design and cost estimations.
- Some knowledge of computer applications for engineering drafting.
- Some knowledge of engineering and construction design principles and practices.
- Ability to read and interpret engineering plans, specifications and blueprints.
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Ability to understand and follow oral and/or written policies, procedures and instructions.
- Ability to prepare and present accurate and reliable reports containing findings and recommendations.
- Ability to use logical and creative thought process to develop solutions according to written specifications and/or oral instructions.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### **MINIMUM QUALIFICATIONS:**

- Must have an earned high school diploma from a standard high school or a graduate equivalency diploma with successful course work in mathematics, science, mechanical drawing, drafting, etc. and a four (4) year Civil Engineering Degree from an Accredited University
- Must have post-secondary training in engineering, drafting, construction, or a related field is highly desirable OR a minimum of four (4) years paid experience in drafting, surveying, construction or a related occupation OR a combination of formal training and paid experience totaling four (4) years

#### **SUPERVISORY CONTROLS:**

- This position has supervisory duties.
- This position receives supervision from the County Engineer (for highway projects) or County Administrator (for water system projects) who establishes objectives, priorities and deadlines.

#### **WORK ENVIRONMENT:**

- Work is performed in both indoor and outdoor environments, including construction sites.
- Outdoor work involves travel from site to site.
- Exposure to various weather conditions, slippery, uneven surfaces and rough terrain.

**REQUIRED PHYSICAL ABILITIES:**

- Must have a sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to work sites throughout the County.
- Sufficient physical ability to walk, stand, bend, stoop or climb for long periods of time.
- Moderate lifting and carrying.
- Ability to operate motorized equipment and vehicles.
- Must have a sufficient vision and other powers of observation, with or without reasonable accommodation, which permits the employee to work safely in heavy traffic and heavy equipment operation.
- Vision sufficient to read computer screens and printed documents and hearing within the normal audio range, with or without correction.
- Must have a sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand department and safety rules and regulations and work around high traffic areas.
- Must have a sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools and related equipment.

**ADA COMPLIANCE:**

Talladega County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**JOB DESCRIPTION ACKNOWLEDGEMENT**

I have received, reviewed and fully understand the job description for Civil Engineer-Infrastructure Projects. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_