



# ST. CLAIR COUNTY ROAD COMMISSION

## JOB DESCRIPTION

**CLASSIFICATION:** Engineer III

**FLSA:** Non-Exempt

### GENERAL SUMMARY:

Under the limited supervision of the County Highway Engineer performs professional engineering tasks associated with the engineering functions of the Road Commission.

### TYPICAL DUTIES:

1. Assigns, supervises and trains lower classified employees in the various skills supportive of the engineering functions of the Road Commission and assists staff personnel in the survey, inspection and testing necessary for quality assurance and quantity control in compliance with drawings and specifications.
2. Provides horizontal and vertical alignments, performs hydraulic analysis, computes earth work, checks concrete mix designs and performs other related services.
3. Prepares and maintains periodic pay estimates and required documentation for work performed.
4. Prepares and oversees the design of road and bridge projects.
5. Participates in on-site inspection of the terrain to see where grades will be made to determine if any adjustments should be made to the design.
6. Assists in supervising the filing and keeping of records which include files for each project from preliminary stages through "as constructed" data.
  - A. Must be familiar with Field Manager Software for project accounting.
  - B. Must be familiar with MicroStation and/or AutoCad for plan and permit preparation.
7. Attends engineering meetings/seminars and reads literature in the engineering field to keep current in the latest developments and techniques in design, construction, and management.
8. May be required to perform a variety of tasks related to or associated with the engineering function of the Road Commission.
9. Inspects primary and local bridges and prepares biennial bridge reports including load and scour calculations as required by the Michigan Department of Transportation and the Federal Highway Administration.
10. Prepares and/or supervises culvert and drainage designs including preparation of MDEQ permit applications.



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11. Performs construction management for various road and bridge projects concurrently.
12. Oversees and supervises the asset management and program development using PASER ratings, Roadsoft, and ArcMap.

The typical duties stated herein are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all duties and responsibilities of personnel so classified.

### **JOB SPECIFICATIONS:**

1. Bachelor's or Master's Degree in Civil Engineering with six years experience.
2. Registered Professional Engineer.
3. Must have ability to communicate with management, department heads, staff personnel, and the general public.
4. Good working knowledge of various personal computer business software applications. Ability to learn new systems or software packages as necessary.

### **PHYSICAL REQUIREMENTS:**

1. Ability to operate a motor vehicle.
2. Ability to bend, squat, crouch and stoop.
3. Ability to climb 20 foot ladder once a week.
4. Ability to walk 1:1 slope for 20 vertical feet once a day. May be required to walk ½ mile.
5. May be required to use small hand tools.
6. May be required to lift 50 pound object once a week to a height of 6 feet.

Approved by:

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Director of Engineering

\_\_\_\_\_  
Date

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Director of Internal Services

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Date

\_\_\_\_\_  
Managing Director

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Date