

ST. CLAIR COUNTY ROAD COMMISSION JOB DESCRIPTION

CLASSIFICATION: Director of Engineering

FLSA: Non-Exempt

GENERAL SUMMARY:

Under the general supervision of the Managing Director, coordinates, supervises and directs the engineering functions of the Road Commission , including the Office of Special Services, involving preparation of reports, gathering documentation and data to obtain federal funds, oversight of asset management data collection and reporting, traffic engineering, and represents the Commission on various technical committees such as SEMCOG and SCOTTS.

TYPICAL DUTIES:

1. Supervises, interviews, hires, counsels, evaluates, disciplines and assigns staff to projects.
2. Coordinates and directs construction projects on county roads.
3. Reviews final construction plans, prepares special provisions and directs the preparation of bid proposals for construction contracts. Attends bid openings, tabulates bids and directs the preparation of contracts after the award has been made.
4. Reviews designs prepared by outside consultants for conformance with Commission standards and needs, and assists them with obtaining data needed to meet Commission standards.
5. Conducts traffic safety studies (i.e. speed limits, no parking zones, traffic counts, etc.), and determines required installation of various traffic control devices and electronic signalization.
6. Acts as radiation safety officer.
7. Coordinates the Soil Erosion and Sedimentation Control requirements of the Road Commission.
8. Interprets Commission policy for staff and public; ensures its application in all decisions and in representation of the Commission.
9. Reviews construction activities and record-keeping procedures to assure adequate construction documentation and proper payment for work.
10. Coordinates and supervises the obtaining of right-of-ways necessary for road and bridge improvements.

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11. Arranges for and/or attends meetings with officials from state, federal and local government agencies concerning allocation and distribution of various federal grants for road, bridge, safety and related programs.
12. Prepares engineering department annual budget and engineering related estimates for proposed future projects.
13. Prepares annual mileage certification report and related ACT 51 reports in conjunction with the Accounting Department.
14. Conducts public hearings, meets with city, county, township, state and federal officials, homeowners and other groups to carry out the tasks of the Road Commission.
15. May assist in the preparation of recommended policies and procedures regarding design and construction activities and ensures that they are defined in strict accordance with adopted standards of federal and state government.
16. Assists in the preparation of various reports and recommendations required to implement road construction programs.
17. Attends various CRAM Association and professional engineer meetings and seminars, and reads literature in the field to keep current on the latest developments and techniques in design, construction and management.
18. May be required to perform a variety of tasks related to or associated with the engineering functions of the Road Commission.

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. Bachelors Degree in Civil Engineering.
2. Registered Professional Engineer in Michigan.
3. Five (5) years experience in Civil Engineering with a minimum of three (3) years supervisory experience.
4. Proficient on personal computer, including Microsoft Word and Excel.

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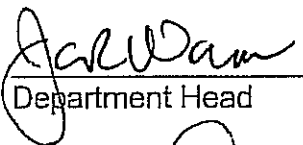
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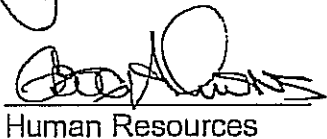
5. Ability to read and interpret road and bridge plans and specifications.
6. Currently holds, or ability to obtain within one year of employment and maintain Certificate of Training, Phase II (with exam), Soil Erosion and Sedimentation Control, of the Natural Resources and Environmental Act, 1994 PA 451, as amended (Part 91).
7. College level courses, or hands on experience, with computer applications of engineering.
8. Ability to communicate with management, department heads, staff personnel and the general public.

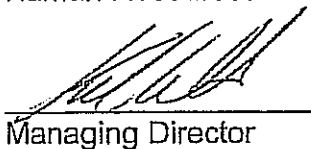
PHYSICAL REQUIREMENTS:

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

Approved by:

 10/19/11
Department Head Date

 10/19/11
Human Resources Date

 10-19-11
Managing Director Date