



ST. CLAIR COUNTY ROAD COMMISSION JOB DESCRIPTION

CLASSIFICATION: Engineer I

FLSA: Non-Exempt

GENERAL SUMMARY:

Under the limited supervision of the Director of Engineering and County Highway Engineer, will act as a project engineer performing design and drafting with Computer Aided Design and Drafting (CADD) system; may perform daily or yearly bridge inspections; and other engineering duties.

TYPICAL DUTIES:

1. May review and inspect projects, check alignment of construction, keep detailed records to warrant payment of contractor, and make final measurements and evaluations or cross-sections of the completed project.
2. May survey for the various line divisions such as right-of-way, maintenance projects, setting grades for bridge projects, alignment for paving of roads, or ditch grades.
3. May input survey data and develop survey records using the CADD system.
4. Develops and analyzes various design computations for the development of various projects or tasks using the CADD system or normal mathematical methods.
5. Develops plans and drawings of existing conditions and proposed projects for the design and construction of these various projects using the CADD system.
6. May supervise Engineering Aids in developing projects using the CADD system.
7. May be required to perform a variety of tasks related to or associated with the engineering functions of the Road Commission.
8. Must have the ability to read and understand bridge design plans with the aptitude to convey and/or discuss facets of said plans with construction staff.
9. May be required to gather and organize project records as well as input data into FieldManager software.
10. May be required to gather and organize GIS data, supervise data entry into ArcMap, and publish finished mapping

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.



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JOB SPECIFICATIONS:

1. Bachelor's Degree in civil engineering.
2. Should have knowledge of CADD System, surveying equipment, testing equipment, drafting procedures, and roadway design.
3. Good working knowledge of various personal computer business software applications. Ability to learn new systems or software packages as necessary.
4. Ability to input records for daily inspections into electronic inspection software.

PHYSICAL REQUIREMENTS:

1. Must have a current and valid driver's license.
2. Ability to walk on uneven terrain, 1 on 1 slopes or steeper, all day.
3. Ability to lift 60 pounds 3 feet high.
4. Ability to bend and stoop to make inspections all day.
5. Ability to work in differing weather conditions.

Approved by:

Director of Engineering

12/15/16

Date

Human Resources

12/15/16

Date

Managing Director

12/15/16

Date