

**JOB DESCRIPTION**

Job Title: Engineer
 Federal Labor Standards Act Coverage: Exempt
 Bargaining Unit: N/A
 Reports To: Managing Director

General Summary:

Under the direction of the Managing Director, plan, direct, and manage transportation related projects governing all phases of design and construction. This involves professional engineering work on a wide variety of transportation infrastructure related public works projects. Independently develop plans and technical specifications for maintenance, reconstruction and new construction projects. The position involves considerable contact with other units of government, material / equipment vendors, private construction contractors and the general public.

Essential Job Duties and Responsibilities:

1. Prepares engineering plans and specifications for road infrastructure related projects such as pavements, drainage, safety features and bridges.
2. Prepares permit applications for Road Commission projects requiring approval from other agencies and persists in seeking ultimate approval.
3. Assists the other managerial staff in preparing annual and long term budgets and financial forecasts.
4. Prepares an annual list of construction and heavy maintenance projects complimenting the available budget for the forecasted year.
5. Monitors expenditures as the projects are realized for conformity to the budget or makes recommendations for alterations to address budget anomalies.
6. Participates in organizational plans and programs.
7. Prepares long range plans that will ensure the transportation infrastructure is adequately maintained.
8. Prepares project opinions of probable construction costs for internally and externally funded projects.
9. Prepares bidding specifications for items such as annual material needs, receives bids and makes recommendations for awards.
10. Prepares or checks for completeness and accuracy all reporting required relating to road maintenance and construction projects. This would include items such as asset management reporting, Michigan Department of Transportation (MDOT) Act 51 reporting, and close out documentation required by outside agencies involved in the funding or oversight or Road Commission projects.
11. Participates on the Local Rural Transportation Program for the programming and receiving funding for rural transportation projects and programs.
12. Serves as the Technical Committee representative for the Road Commission with the designated entity or Metropolitan Planning Organization that administers transportation planning and forecasting traffic demand models.
13. Actively seeks funding for transportation projects from alternate sources and prepares grant applications as directed.

Commissioners

Jim Calhoun - Chairman
 Robert Joyce – Vice Chairman
 John Popa – Member

Staff

Managing Director – Dan Wagner, P.E.
 Engineer – James C. Johnson, P.E.
 Superintendent – David Priest
 Finance Manager – Joel Nedow

General Contact Info

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<http://leelanaucountyroads.org>



14. Receives and processes all permitting applications administered by the Road Commission such as land divisions, driveways, work in the right of way, special events, special transportation needs and utilities.
15. Determines when seasonal weight and speed restrictions shall be established using scientific methods and oversees public noticing of the same.
16. Assists the Fleet and Facility Manager with the preparation of technical specifications for equipment purchases and facility improvements.
17. Responsible for planning, assisting and monitoring of expenditures from approved budgets.
18. Ensures that bridge inspections are completed in compliance with the applicable regulations.
19. Completes road crash site assessments.
20. Provide expertise on legal matters involving the Road Commission.
21. Mentors and develops the skills of subordinate staff until they are technically proficient to work independently or when new processes are implemented.
22. Holds periodic staff meetings with subordinate staff providing advice, counsel and direction in problem resolution.
23. May be called upon to act as liaison between the Road Commission and other emergency responders in emergency situations.
24. May be called upon to perform road patrol duties.
25. Provides periodic reports of activities as directed.
26. Maintains appropriate records and reports as directed and as necessary to ensure compliance with internal policies and legal requirements.
27. When in the financial interest of the Road Commission, provide recommendations for the selection of outside service providers capable of performing functions such as land surveying, material testing or specialized engineering services.
28. Represents the Road Commission with regional planning organizations and participates in the Federal Aid Rural and Urban Task forces.
29. Presents information relating to the Road Commission to the general public, civic organizations and other governmental agencies.
30. Obtains if necessary, and maintains the applicable certifications required as it relates to the performance of engineering duties, construction observation or other assigned programs.
31. Makes recommendations on junior staffing and resources needed to support the organizations technical activities.
32. Oversees the day to day activities of junior staff, executes annual performance reviews, and makes recommendations for wage adjustments or disciplinary action for the same.
33. Makes available to the public organizational information to provide for transparency of the organization.
34. Maintains professional knowledge and evaluates alternative methods in order to keep informed of new ideas and techniques to enable the Road Commission to fulfill its responsibilities in a cost effective manner.
35. With value added to, and the success of the organization in mind, is encouraged to participate in professional organizations that will expose the individual to others in similar positions, new industry trends and improved ways for the performance of their duties.
36. Performs other duties as assigned.



The duties stated herein are intended to describe the essential functions being performed by an individual assigned to this classification and is not to be construed as a list of all the duties and responsibilities.

Education and Experience:

Requires a B.S. in Civil Engineering or related engineering discipline and (10) years of progressively responsible experience in public works engineering.

Necessary Knowledge, Skills and Abilities:

1. Must be licensed by the State of Michigan as a Professional Engineer.
2. Experience in the engineering design and construction management applicable to road infrastructure and heavy construction projects.
3. Established working knowledge of roadway related design standards published by the MDOT and the American Association of State Highway and Transportation Officials (AASHTO).
4. Ability to prepare unassisted detailed engineering plans and specifications including the administration of projects funded through Federal aid.
5. Must have a firm understanding of and experience with the various programs that generate funding for transportation related projects.
6. Experience with road infrastructure maintenance and preservation techniques.
7. Provides expertise with regard to routine maintenance for items such as crack sealing, seal coating, line striping, signage, and safety enhancements.
8. Experience with Roadsoft asset management software and reporting.
9. Experience with conducting pavement surface evaluation ratings (PASER).
10. Experience with Transportation Asset Management Council reporting requirements.
11. Experience with land surveying principles, materials testing and construction observation techniques.
12. Ability to work independently and problem solve while concurrently managing multiple priorities.
13. Ability to prepare and maintain accurate records of a highly technical manner.
14. Appropriate interpersonal skills to effectively interface with other managers and junior staff requiring supervision.
15. Ability to communicate tactfully and effectively with the public, government officials, management and other employees in both written and verbal levels.
16. Ability to utilize computer aided design programs and other computerized and information processing systems.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, work, use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must frequently lift and/or move up to 10



pounds and occasionally lift and/or move up to 50 pounds, and reach shelves or file cabinets from floor level to 72 inches above the floor for general filing and review.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee routinely works in the office environment; normal levels of sounds in the work place; natural and artificial lighting. However, while performing the duties of this job, the employee occasionally works in: outside weather conditions; works near moving mechanical parts; in high, precarious places; exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; extreme cold or heat; noise and vibration.

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified, nor a guarantee that the duties as described will only be performed by personnel assigned to this job description. The Employer reserves the right to revise the duties and responsibilities of this position at any time in its sole discretion.

Revised on May 17, 2016.