

CLINTON COUNTY ROAD COMMISSION

JOB DESCRIPTION

TITLE: DIRECTOR OF ENGINEERING

FLSA: Exempt

GENERAL SUMMARY:

Under the direction of the Managing Director, directs all activities associated with the Engineering Department. Oversees the preparation of plans, specifications and estimates for Federal Aid road projects and directs engineering, surveying, testing, and inspection activities during Federal Aid construction projects, is responsible for overseeing that all permits (excluding driveway permits) are being processed timely and correctly via the Oxcart system. Works with affected parties to adjust design of projects to conform to field conditions and needs/concerns of adjacent property owners.

TYPICAL DUTIES:

1. Schedules and assigns staff to projects and daily work activities. Supervises and coordinates the activities of subordinate personnel in drawing plans, writing specifications, and making surveys. Oversees all staff in the Engineering Department. Responsible for training of staff, evaluation of performance and, as necessary, discipline.
2. Plans, organizes, and directs activities related to traffic studies, signal installation, and pavement marking and responds to complaints, concerns, and information requests regarding traffic safety and related activities.
3. Conducts traffic engineering studies, evaluates results and recommends appropriate actions.
4. Monitors construction sites for appropriate signing, barricading and traffic safety and makes recommendations as necessary.
5. Assists the Road Commission's legal representative in all matters concerning traffic safety. Acts as a technical expert providing background information as well as expert testimony in court cases.
6. Designs, draws plans and develops specifications for road and bridge improvement projects and develops cost estimates for in-house and contracted projects.
7. Gathers and analyzes preliminary data to assist in determining design requirements. Maintains project related records pertaining to quantities, payments, testing, etc.
8. Uses professional engineering principles and experience to evaluate options and quickly determine appropriate courses of action or solve disputes in the field.
9. Works with consultants to design projects. Monitors progress to ensure timely completion of contracted work.
10. Oversees acquisition of right-of-way including meeting and negotiating with property owners.

11. Works in the field to determine actual field conditions and adjusts project design to fit. Meets and negotiates with parties affected by road projects and, when possible, alters design to address the concerns of adjacent property owners.
12. Reports to the Managing Director and the Board of County Road Commissioners on the status of design projects.
13. Participates in the planning process by collaborating with other professional staff to evaluate the need for road projects and improvements. May attend and represent the Road Commission at Tri-County Regional Planning Commission and other regional and/or state agency meetings.
14. Reviews work in progress and completed assignments. Elicits the input of contractors and the affected general public in evaluating work quality and output.
15. Meets with, and discusses projects and/or problems with, State, County and township officials as well as developers, contractors, property owners and others. Interacts extensively with construction contractors and the general public. Assures quality of workmanship and materials, resolves minor conflicts and responds to citizen concerns.
16. Responds to public inquiries concerning Road Commission Engineering Department activities and explains Road Commission policies, procedures and regulations. Provides information to the public and attends public hearings concerning road and bridge improvement projects and other Road Commission activities.
17. Reviews and approves plans for subdivisions. Performs field inspections before and during the course of all Federal Aid road and bridge projects.
18. Supervises and reviews road and bridge designs for Federal Aid construction projects as prepared by in-house staff and consultants. Makes preliminary construction layout surveys and inspects construction work in progress and at completion.
19. Analyzes data and makes recommendations to the Managing Director and the Board concerning policies, procedures and regulations.
20. Proposes annual programs and budget for Federal Aid road and bridge construction and monitors the expenditure of the approved Engineering Department Budget. Prepares certification of road mileage and inventory of roads and bridges, indicating type, width and construction.
21. Develops Engineering Department bid specifications and administers subsequent contracts including signal and pavement marking activities.
22. Attends professional engineering events and seminars and reads literature in the field to keep current with techniques in design, construction, and management.
23. Performs other duties as required.

JOB SPECIFICATIONS:

1. Bachelor's Degree in Civil Engineering is required. Supplementary course work in public or business administration is highly desirable.
2. Minimum of six years of progressively more responsible experience in civil engineering.
3. Must be licensed as a Professional Engineer in the State of Michigan.
4. Must have a valid Michigan Motor Vehicle Operators License.
5. Must be able to walk constantly.
6. Must be able to see constantly.
7. Must be able to hear constantly (essential).
8. Must be capable of using a computer constantly.
9. Must be able to sit constantly.

NOTE: The above description has been developed based on the guidelines as defined by the Americans with Disabilities Act (1990). Typical duties were identified through on-site analysis and confirmation from the employer. This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.