

Bell, Tammi [DOT]

From: Bell, Tammi [DOT]
Sent: Tuesday, April 14, 2009 1:43 PM
To: Bell, Tammi [DOT]
Subject: Lee County Job Opening - Assistant County Engineer

TO: County Engineers, City Representatives, and Consultants
Tammi Bell Iowa DOT - Local Systems tammi.bell@dot.iowa.gov

CC: District Local Systems Engineers, Service Bureau
and Office of Local Systems

FROM: Office of Local Systems

SUBJECT: Lee County Job Opening – Assistant County Engineer

DATE: April 14, 2009

The following is being sent on behalf of the Lee County, Iowa. If you have any questions, please do not reply to this note. Instead you may contact the person show below.

Please do not hit the reply option in your e-mail note.

Lee County, Iowa is seeking qualified applicants for the position of Assistant County Engineer for the Secondary Road Department. The position involves assisting the County Engineer in planning, directing and supervising the Secondary Road Department to ensure that the design, construction and maintenance of roads, bridges and culverts on the Secondary Road System are maintained. A Bachelor of Science degree in Civil or Construction Engineering or comparable education, training or experience is required. Surveying experience is highly desirable. Good communication skills and computer literacy in AutoCAD, word processing and spreadsheets is necessary. Applicants must have a valid driver’s license. Salary is based on qualifications and experience. No fees will be paid. Please submit cover letter and resume by May 1, 2009 to: Lee County Engineer, P.O. 158, Fort Madison, Iowa 52627, phone (319) 372-2541, fax (319) 372-8198. Following web site has the job description duties for the position http://www.iowadot.gov/local_systems/mailing/2009/april/lee_co_asst_eng-duties.pdf

Thanks you,

Tammi Bell
Office of Local Systems
515-239-1529
tammi.bell@dot.iowa.gov

Note: Documents are in Adobe Acrobat's pdf format. If you do not have the Adobe Acrobat Reader software, you can download it free of charge at <http://www.adobe.com/products/acrobat/readstep.html>.

Mailings are available at the Local Systems Weekly Mailing web address http://www.iowadot.gov/local_systems/mailing/main_mailing.htm

LEE COUNTY SECONDARY ROADS DEPARTMENT ASSISTANT ENGINEER – JOB DESCRIPTION

PURPOSE OF POSITION

Under County Engineer's supervision, performs professional design and related engineering services in the preparation of construction plans for bid such as bridges, box culverts, grading and paving projects using established design standards; uses and maintains various computer and technical manuals, standards, engineering aids and databases. Assist the County Engineer in all phases of contract administration, public relations and supervision of workforce. Shall assist in engineering, technical support and supervision services for the maintenance of the county roadway system.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned or change with time.

Functions as design technician and works on technical drafting, survey, inspection and design projects.

Assist the County Engineer assists in making contact with landowners to purchase right-of-way or access.

Prepares and/or provides input to engineer for the preparation of reports related to department operations as required by local, state and federal regulations.

Utilizes knowledge and drafting skills to prepare detailed design drawings for grading, bridge, paving and culvert projects; follows general guidelines from the County Engineer and complies with current standards.

Provides technical assistance and reviews completed work for accuracy and completeness.

Compiles information needed to conduct surveys from notes, maps deeds and other records or recorded documents. Has knowledge of types of information and documents that are maintained in different offices or departments.

Prepares and maintains accurate notes, records and sketches of work performed or data collected; verifies accuracy of data.

Compiles records, certifications, quantities and prepares progress reports on construction projects.

Conducts inspections on bridges and culverts and completes reports required.

Performs or supervises the performance of lab and field tests on materials used on construction projects.

Inspection of finished projects for conformity to standards and/or specifications. Inspects work of contractors on construction projects to verify compliance with plans and specifications, including traffic control for the safety of the construction workers and the traveling public.

Performs or supervises the surveys needed for design and construction of various types of highway projects.