

GUIDE FOR HIRING A
COUNTY ENGINEER

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INTRODUCTION

For several years, the turnover rate of County Engineers in Iowa has been approximately five to ten per year. Thus, a County Board of Supervisors (Board) goes through the hiring process fairly infrequently. This document outlines the requirements and recommendations for filling a County Engineer vacancy. A committee, composed of an Iowa Department of Transportation (Iowa DOT) engineer, several County Engineers, the Iowa County Engineers Association (ICEA) Service Bureau, several County Supervisors, and a Human Resources Professional, was appointed to compile this information.

The County Engineer position is one of the most important in the county. Secondary roads are generally the largest item in a County's overall budget. Selecting a qualified County Engineer is important since this position will be very visible to the public. The Board should become familiar with this document, in order to have a more effective hiring process.

The County Engineer position is unique because the Board assigns a professional to have the responsibility of a department. Most other officials in the county are elected. The committee suggests initial steps to recruiting and hiring an engineer. The Board should be familiar with the duties and responsibilities of the position, and the applicants' attributes and professional skills before selecting the County Engineer.

INTERIM COUNTY ENGINEERS

Iowa Code Section 309.17 requires a county to employ a licensed civil engineer, who shall be known as the County Engineer. At times, a Board may experience the need to hire an “interim” County Engineer. This can happen during the time period when the previous County Engineer has resigned or retired, and a new County Engineer has not been hired.

Generally, hiring an interim County Engineer can be accomplished by entering into an agreement with an adjacent county to temporarily share the services of their County Engineer. The adjacent County Engineer can periodically visit the vacant county to review claims and assist the crews with maintenance activities. Generally, a once per week visit should accomplish these tasks. If the vacant county has an active construction project, more time should be allotted for the adjacent County Engineer to check on the construction progress. Iowa Code Section 309.21 states that the County Engineer must be in charge of the construction and maintenance, and the time put in should be based on the time needed to oversee these activities, rather than a set number of days.

If the vacant county’s Board has not been able to secure an adjacent County Engineer to serve as the interim County Engineer, they may seek a non-adjacent, but relatively nearby, County Engineer to serve as the interim County Engineer. Another option might be to secure the vacant county’s licensed assistant engineer, or an adjacent county’s licensed assistant engineer. A last resort option would be to hire a consultant engineer to serve as the interim County Engineer, but only if the consultant engineer is the principal/president of his or her company, and is personally named as County Engineer. Being the “principal/president” means the individual does not report to another individual at his or her firm.

Until a county secures a permanent County Engineer, or an interim sharing agreement with an adjacent County Engineer and a plan in place for a permanent engineer, the Iowa Department of Transportation will not authorize the county to let any new Farm to Market or Federal-aid projects for construction. Iowa Code Section 310.9 states that prior to authorizing any farm to market road project for letting, the Department shall satisfy itself that the County Engineer’s office is organized, equipped and financed to discharge satisfactorily the duties of Chapter 310. In addition, Federal requirements state that an agency must have a full time person in responsible charge of a Federal-aid project. Without a permanent or interim County Engineer, these State and Federal requirements cannot be met.

ENGINEERS SHARED BETWEEN COUNTIES

Iowa Code Section 309.21 requires the Engineer to be in direct charge of the construction and maintenance of secondary roads and Iowa Code Section 309.19 allows an engineer to provide that service to one or more adjacent counties.

The provision for counties to share an engineer has been in the Iowa Code since 1971, but was not used until Mitchell and Worth Counties started sharing a County Engineer in February 1987. At the time of publication, five pairs of counties are sharing a County Engineer.

In most cases where an engineer is shared between counties, a vacancy occurred, the county was unsuccessful in finding a candidate, approached an adjacent County Board of Supervisors and County Engineer, and worked out an agreement to share the County Engineer.

A shared situation involves several things; some of which are:

- Both Boards and the County Engineer must be in agreement and willing to make some compromises. The respective Boards must have a 28E agreement, which is entered into their respective minutes of the meetings.
- The Engineer must have a substantial salary increase to compensate for the additional time and responsibility.
- The Engineer must be organized and communicate well with each office staff, the Boards, and the general public.
- Each office must have a good support staff. This may mean adding and/or promoting present staff.
- Typically, if two Boards are going to hire a shared County Engineer, the candidate should have County Engineering experience and/or a working knowledge of Secondary Road operations.
- In most cases, counties share salary, etc. equally but there may be instances where other arrangements are appropriate.
- The shared County Engineer should be an employee of one county in order to establish one salary and set of benefits (for example, vacation and holiday schedules). The 28E agreement should list how to handle the reimbursement of expenses, and establish a procedure for terminating the arrangement, if it were to become necessary.
- Generally one county provides a vehicle and pays for expenses, such as meeting registrations, travel reimbursements, mobile phones and other devices, computer, etc, and is reimbursed by the other county for some portion of the vehicle and other expenses.

PROCEDURE WHEN A VACANCY OCCURS

- When a vacancy occurs, the Board should contact the Office of Local Systems for guidance related to the hiring process, including use of interim engineers and shared engineers.
- The Board should designate one of their members to lead the process. A committee of advisors (such as an HR professional or a neighboring County Engineer) from outside the Board may be established, if desired.
- Advertisements should specify the application process to close within a one month time period. It should also include a basic job description, the county's website, and a salary range. Disclosing the salary range on the advertisement generally saves time for both the Board and the potential candidates.
- Sample County Engineer position advertisements are shown in Attachment A.
- At a minimum, advertisements should be placed with the ICEA Service Bureau, the Office of Local Systems mailing (email), and the individual county's website. Other places to consider advertising would be:
 - American Public Works Association (APWA)
 - American Society of Civil Engineers (ASCE)
 - National Society of Professional Engineers (NSPE)
 - National Association of County Engineers (NACE)
 - National Association of Counties (NACo)
 - Iowa Engineering Society (IES)
 - Iowa State Association of Counties (ISAC)
 - Job posting websites such as Career Builder, Monster, etc
- It is advisable that the Board establish a set of guidelines about the hiring process for themselves, so all Board members are aware of how the hiring process will be executed, such as how many candidates they plan to interview, and what kind of time frame to advertise, interview, etc.
- Applicants should be screened to keep the number of candidates to a manageable amount. Applicants should be invited to interview by email or phone. A concise schedule for interviewing and hiring should be established.
- The Board should consult with the County Attorney to ensure compliance with the Open Meetings law. Iowa Code 21.5.1.i. addresses the Open Meetings law for evaluating professional competencies in hiring. The Board shall indicate to the applicants if the Board desires to be in open session or if the applicants will be permitted to request a closed session, so applicants know what to expect. In order for closed session to be granted, the applicant must ask to go into a closed session.
- Veteran's Preference language can be found in Iowa Code 35C. Iowa Code requires that the application must ask about the applicant's veteran status, set forth in writing the specific grounds upon which the person was hired or not hired, and notify the Veteran if they weren't hired and the specific grounds for refusal. Consult with your County Attorney for further information on Veteran's Preference Law.
- A County may pay travel expenses of interviewees at its discretion.

- After a selection is made, contact all applicants and let them know the position has been filled and thank them for applying and/or interviewing.

Other Opportunities an applicant may be looking for:

- Job possibilities for spouse
- Recreation and cultural activities available in the area
- Family educational opportunities
- History of a good relationship between the Board and County Engineer in that county
- Salary and career advancement possibilities
- A good school community for children

GENERAL DUTIES AND REQUIREMENTS OF A COUNTY ENGINEER

Job Summary

The County Engineer is responsible and accountable for the overall administration, planning, directing, coordinating, and supervising of the Secondary Road Department and the Secondary Road System. This shall include the direction of construction, maintenance, and engineering of all Secondary Roads and related services. This shall be done in a manner designed to achieve the best possible quality of design, services, and materials at the most reasonable cost.

Requirements

The County Engineer must be a licensed civil engineer, according to Iowa Code 309.17, and qualify to be bonded per Iowa Code 309.18. A Professional Land Surveyors License is preferred but not required.

General Job Duties

- Develop and present annual department Budget and County 5 year Program in accordance with the Iowa Code and Iowa DOT regulations. Regularly review expenditures and make recommendations to meet departmental needs.
- Administer engineering services to include surveys, plan preparation, design, materials testing, and contract construction and maintenance in compliance with state and federal specifications.
- Conduct field inspections of contract construction and general inspections of roads and bridges. Provide direction and management of field activities to assure timely completion and optimum level of service to the public.
- Provide short and long range planning for construction and maintenance projects by analyzing road deficiencies. Ensure adequate road signing for safety to the traveling public.
- Administer collective bargaining agreement (if applicable) and personnel policies in a fair and consistent manner to ensure compliance and achieve productivity and motivation of employees.
- Maintain a positive public image for the department through proper management and direction of all activities, while ensuring goals and objectives are met.

Essential Job Functions

- Ability to administer programs and supervise work of others.
- Ability to communicate effectively with the Board, landowners, citizens, and staff.
- Ability to maintain accurate records and to prepare reports.
- Ability to meet stressful project deadlines and make necessary changes in priorities.

- Ability to work in hot, cold, wet, dusty, dirty, noisy, fummy conditions.
- Able to work occasional irregular hours – subject to call 24 hours/day.

Desirable Qualities and Skills

- Excellent communication skills; written, verbal, and listening.
- Ability to train, motivate, and direct others
- Ability to establish and maintain effective working relationships with Supervisors, staff, other county employees, and outside entities
- Ability to demonstrate a working knowledge of engineering practices and procedures
- Knowledge of safety standards and skills
- Knowledge of Iowa DOT and Federal regulations regarding construction and maintenance of secondary roads

Sample Job Descriptions are shown in Attachment B.

SALARY AND BENEFITS

Salary

The salary and benefit package is one of the major factors a candidate considers when deciding to accept an offer for a County Engineer position. Boards are sometimes faced with criticism for the “high salary” of the engineer but it may be one of the best investments they can make. An engineer with good management practices will save many times the salary. Also, good relations with the public will relieve the Board of much effort and allow them time to devote to other policy matters.

There is an annual County Engineer salary tabulation available on the ICEA Service Bureau website and from the Iowa DOT’s Office of Local Systems.

Benefits

Many counties have personnel policies outlining vacation, sick leave, salary increases, etc. that are based on length of service with the county. Generally, those policies were developed for an employee who starts at an entry level with the county and advances in experience and pay grade over time. Many times that does not fit the experience pattern of a professional engineer who is being considered for the County Engineer position. The individual may have had several years of experience with other counties or organizations and would be reluctant to accept a reduction in vacation time, loss of built-up sick leave, etc.

The Board should consider giving the credit for years of service in the field even though it is not with a particular county.

Many industries and government pay moving and real estate costs when employees are transferred or if a new management employee is hired. The Office of Local Systems will furnish a copy of the Iowa DOT policy upon request.

It is estimated that approximately 75% of the County Engineers in Iowa have an employment contract. A few sample contracts were developed many years ago by a committee of Engineers and Supervisors. Sample contracts are attached; however, these are just samples and not necessarily recommendations. The final contract a Board and the County Engineer decide on should be reviewed by the County attorney.

Sample County Engineer Contracts can be found in Attachment C.

It is recommended all counties develop a contract with their engineer, and particularly with new hires. A contract reminds the parties to discuss and agree on all matters such as vacation, sick leave, benefits, salary increases, etc. These things should be addressed and it is best that the results be written down.

SUGGESTED INTERVIEW QUESTIONS

Below are some sample questions that a County Board of Supervisors can pose to engineer candidates when conducting an interview. These are oriented towards letting the person share information about their abilities and temperament. Avoid questions that can be answered “yes” or “no”, as they reveal little. Commentary has been added under each one to clarify its objective or explain why it’s worded in a certain way. Please feel free to add more questions.

1. What attracts you to County Engineering?

Why does this person want to serve as a County Engineer, as opposed to say a DOT engineer, a consultant, a City engineer, or a contractor? Do they have a clear picture of what the job is all about?

2. Why are you looking for a new position?

Find out if an engineer is trying to increase their breadth of experience, leave problems behind, or just wants to move to your area. Look for professional, personal, and financial reasons.

3. What are your strengths and, conversely, where do you still need to improve yourself?

This can reveal whether or not a prospect has seriously examined themselves and their life goals. Most people can tell you what their strengths are. You may need to allow a little extra time for them to honestly state areas where they think they can upgrade themselves. A candidate who can’t find any need to improve themselves isn’t trying.

4. Where do you see yourself in ten years?

Use this to see if they plan on a long term commitment, if they plan to continue their professional development, and ascertain if they are growing or getting by.

5. What makes you a top candidate for this job?

Use this question to find out if the candidate has researched your county’s needs, priorities, and issues. A prospect should have some idea of your situation and be able to discuss how their abilities and experience will fulfill your needs. Do not ask them to state why they are the BEST candidate because that requires that they either overstate abilities or attempt to evaluate your other candidates with insufficient information.

6. What special skills or attributes do you have that would be of benefit to our County?
What values do you think are integral in your role as an engineer?

Everybody is different. Use this question to find out what's special about this person and learn if there are unique skills, experience, or training that would fit the special needs of your County.

7. How would you describe yourself?

Learn the prospect's sense of self and find out if they know themselves well enough to clearly state personality, style, and attitude.

8. How do you handle problems with employees? How will you resolve conflicts?

Ask this question to find out what experience the candidate has in managing employees and dealing with disciplinary matters. Top candidates will be able to classify problems and tell you how they like to deal with them.

9. Have you ever experienced a setback? If so, how did you handle it, and what did you learn from it?

Find out how the individual might react when things don't go their way. Learn how adaptable and effective they can be in an adverse situation.

10. How do you think County Engineering will change in the future?

Use this query to find out if the candidate has sufficient experience in the public works arena to have formed opinions about what to expect. Learn how these expectations influence the person's attitude and approach to handling the job.

11. What do you like best about your present/last position?

12. Describe some emergencies you have had to respond to in your current job experience, if any.

13. Describe the best and the worst working relationship you have experienced with staff under your supervision.

14. Describe a situation in which you used a creative way of accomplishing a goal or project.

15. Have you had experience dealing with collective bargaining units? Tell us briefly the role you have played in the negotiating process.

16. What would your references tell us about you?

Everybody lists references who will provide favorable comments on their ability. Try this question to force the candidate to paraphrase what they believe the references would actually say about them in a hypothetical setting. It's not guaranteed, but it will often get you honest insights about the person's character and proficiency.

17. What action/accomplishments are you proud of in your previous work?

Every professional takes pride in his/her work. The items that they cite when you ask this question will provide insights into their style. It may show how technically inclined a person is, or show a person who focuses on results accomplished by their team of people. It helps show if someone has a more technical background or a more management oriented background.

18. How would you deal with complaints from an irate citizen over problems relating to secondary roads? Or tell us about a situation in which you dealt with John Q. Public concerning a complaint he/she had with services of the secondary road department.

(Boards may require candidates to go through a sample exercise.)

19. Define the method you use in interacting with the Board of Supervisors and/or your current management.

20. How would you plan to start up, if selected for the job?

Use this query to find out if the candidate is "just looking" or is seriously interested in your particular position. A motivated candidate may have already toured your facilities, visited with key staff, and researched key issues. Give prospects a chance to let you know if they've made such an effort and learn how they would intend to become effective once on the job.

21. Do you have any questions you would like to ask us?

A good prospect will have done enough research to have several questions about your operations, policies, and key issues – as well as the usual job benefits, hours, office conditions, etc.

Note: Audio record the interviews with all candidates, even those in closed session, according to Iowa Code 21.5(4). This should be done with the knowledge of the candidate being interviewed.

Attachment A

(County Name) County Secondary Road Department

The (County Name) County Board of Supervisors is seeking qualified applicants for the position of (County Name) County Engineer. Position requires registration as Professional Engineer in the State of Iowa. Salary negotiable based on qualifications/experience. Application and resume due by (date resumes are due). To obtain application contact (contact person's name and information). E-mail application and resume to (contact information here). For further information or job description, contact (contact information here). (County Name) County is an EOE employer.

(County Name) County Secondary Road Department

The (County Name) County Iowa Board of Supervisors is now accepting resumes for County Engineer. Applicants must have an Iowa Professional Engineering License in Civil Engineering. (County Name) County, population (population of county) is located (add in descript details about location of the county). (county seat) is the county seat and home to (insert special statistic here). The county is led by a (three/five) person board of supervisors. The engineering department has approximately (# of employees) employees. The engineer plans, coordinates, assigns and supervises all engineering and construction work performed by the county secondary roads department and independent contractors. In addition, the Engineer will prepare and let contract documents for projects, present an annual budget and a five-year construction program identifying future road improvement projects, and work with union representatives on employment matters. The ability to establish and maintain an effective working relationship with department personnel, other government agencies, other county departments, contractors and the public is essential. Previous county engineer experience is preferred. Salary based on experience and qualifications. Resumes may be sent to (contact person's name and information). Further inquiries can be made to (contact information here). Resumes will be accepted until the position is filled.

(County Name) County Secondary Road Department

The (County Name) County Secondary Roads Department, located in (county seat), Iowa, is accepting applications for the position of County Engineer. Salary \$(salary numbers here) depending on qualifications. (County Name)County is located in (Regional part of Iowa, like NW) Iowa. The County Engineer is responsible and accountable for the over-all planning, direction, coordination, and control of the Secondary Road System. This includes the effective, safe and efficient construction, maintenance and engineering of all county secondary roads and related services. The Engineer supervises (# of employees) full-time employees. BS or MS in Engineering. Must be licensed as a Professional Engineer in the State of Iowa. Send resume, references and salary history by (date resumes are due).

E-Mail Resume to: (contact information here)

Contact Info: (contact information here)

Attachment B

**COUNTY
CLASSIFICATION SPECIFICATION**

CLASS TITLE: ENGINEER

CLASS CODE:

NATURE OF WORK:

Work involves responsibility for the efficient, economical and good-faith construction and maintenance of all secondary roads in the County; pursuant to Code of Iowa section 309.21 and related applicable sections and Board policy, adopting methods and recommending personnel and equipment necessary to maintain continuously, in the best condition practicable, the county's road system. Work requires a license as a State of Iowa Professional Civil Engineer. Supervision is exercised over professional, technical and administrative staff. Work is performed according to the Code of Iowa, IDOT standard specifications and plans, and County policy. Work is reviewed by the Board for accomplishment of departmental goals and objectives.

ESSENTIAL FUNCTIONS:

Supervises the design of County construction projects for grading, bridges, culverts and drainage including right-of-way; instructs staff on procedures for repair of roads, bridges, drainage and culverts; administers construction and maintenance project contracts.

Approves entrance permits, oversize permits, utility permits, and work in right-of-way permits.

Discusses with the public concerns about roads including road conditions and drainage and related laws and policies.

Prepares and manages the department budget including construction and maintenance projects and the five year construction program.

Establishes and administers department policy; recruits for and recommends department personnel; provides direction, resources and assistance; provides for staff training and development; and evaluates job performance; participate in union contract negotiations and administration.

Reviews surveys and subdivision plats submitted to the County.

Writes specifications for equipment purchases and makes recommendations to the Board.

Advises and makes recommendations to the Board of Supervisors on construction and maintenance project progress; attends Board meetings.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed indoors and outdoors for extended periods of time under a wide variety of weather conditions. Work requires walking or climbing on uneven surfaces, standing for extended periods of time, lifting up to 100 pounds. Work in the field exposes the employee to hot and humid or cold and windy weather, vehicle traffic around roadways, cranes swinging overhead loads, and sunshine for extended periods of time. Protective equipment such as hard-hat, gloves, ear plugs, safety glasses and steel-toed shoes are worn in the field.

APPLICANT PREREQUISITES:

Experience with the design and construction inspection of public roads including related supervisory experience; a Bachelor's degree in civil engineering, supplemented by a State of Iowa Professional Civil Engineer license; a State of Iowa Land Surveyor license is desired.

- Knowledge of the principles and practices of professional civil engineering and skill in their application to road construction and maintenance projects.
- Ability to plan, budget and manage construction and maintenance projects.
- Ability to plan, direct, and evaluate the work of technical engineering personnel.
- Ability to work outside in a variety of weather conditions and walk safely on rough terrain.
- Ability to establish and maintain effective working relationships with officials, co-workers, contractors and the public.
- Ability to accurately inspect construction for conformance with engineering plans and specifications.
- Ability to communicate with tact and diplomacy.
- Physical strength, agility, and dexterity required to perform field work.
- License as a State of Iowa Professional Civil Engineer.
- Possession of a valid driver's license, proof of insurability, and safe driving record.

County Job Description

Job Title: COUNTY ENGINEER
Department: ROAD DEPARTMENT
Location: Administrative Office, etc.
Reports To: Board of Supervisors

Direct Reports: Ass't Engineer, Ass't to Engineer-Construction & Maintenance,
 Tile Foremen and Office Manager

Effective Date:
Job Grade:
Union Scale: N/A
Salary Range:
FLSA Status: Exempt

SUMMARY Plans, designs, and directs civil engineering projects such as roads, and bridges as stipulated by the Code of Iowa with respect to the Secondary Road Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Analyzes reports, maps, blueprints, test, and aerial photographs on soil composition, terrain, hydrology, and other topographical and geologic data to plan and design project.	10
Calculates cost and determines feasibility of project based on analysis of collected data.	10
Prepares or directs preparation and modification of reports, specifications, plans, construction schedules, environmental impact studies, and designs for project.	10
Inspects construction site to monitor progress and ensure conformance to engineering plans, specifications, and construction and safety standards.	10
Directs construction, inspection and maintenance activities	5
Available to respond to investigate adverse road conditions or accidents outside normal working hours.	5
Manages supervisors that provide direction within the Department work units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. All other duties as prescribed by the Code of Iowa	50
May perform other duties as assigned	
TOTAL =	100%

EDUCATION / EXPERIENCE

- Bachelor's Degree in Civil Engineering or
- Work related experience 6 – 8 years in Civil Engineering

LICENSING / CERTIFICATION

- Valid Iowa Driver's License
- Iowa Professional Engineer License
- Other: Land Surveyor Registration preferred

KNOWLEDGE / SKILLS/ ABILITIES

Technical Knowledge

- Computers and electronic data processing
- Word processing software (i.e. Microsoft Word)
- Database user interface and query software (i.e. Microsoft Access)
- Spreadsheet software (i.e. Microsoft Excel)
- E-mail (i.e. Outlook)
- Internet
- Electronic charts or map or atlases – appraisal, mapping, and comparison data reporting systems; electronic flood maps; mapping or location-based analysis systems' real estate mapping and property description systems
- Plats of survey, subdivision plats, official county maps and building plans
- Laser measuring systems – handheld distance meters; laser measuring devices; ultrasonic distance measurers

Math Knowledge

- Basic math such as adding, subtracting, multiplying and dividing
- Add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals
- Compute rate, ratio and percent
- Draw and interpret bar graphs
- Advanced math such as arithmetic, algebra, geometry, calculus, statistics and their applications
- General accounting practices

Other Knowledge

- Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology
- Sound environmental maintenance management practices
- Law, regulations and ordinances governing area of assignment

Personal Skills

- Able to adjust with changing circumstances, information, personnel and customer needs
- Demonstrates a willingness to take initiative
- Having an understanding of and practicing safe work habits on the job site
- Brings other together to reconcile difference
- High level of integrity

Resource Allocation Skills

- Management of Financial Resources – determining how money will be spent to get the work done and accounting for these expenditures
- Management of Material Resources – obtaining and seeing to the appropriate use of equipment, facilities and materials needed to do certain work.
- Management of Human Capital – supervising, motivating, developing and directing employees
- Time Management – managing one's own time and the time of others

Technical Skills

- Basic typing skills
- Basic word processing, spreadsheet and database skills
- Excellent communication skills
- Excellent writing skills
- E-Mail (i.e. Microsoft Outlook)

- Ability to learn how to use the County's e-mail and internet system within 5 days of employment
- Internet for research purposes
- Public speaking skills
- Extract and record numerical data
- Carry out arithmetic and algebraic calculations with high levels of accuracy
- Conduct tests and inspections of products, services or processes to evaluate quality or performance

Organizational Skills

- Problem solving identifying problems, gathering and analyzing appropriate data, arriving at a logical and/or appropriate conclusion
- Analytical thinking
- Negotiation skills
- Planning: gather data, establish and manage a number of activities which are sequential or which overlap in time, establishing priorities and evaluating the effectiveness of the plan
- Working in teams: Contributing as an active member of a working group; taking one's share of the job by contributing skills, ideas and/or physical work; cooperating with team members; and identifying and working toward a common goal
- Maintain a high level of confidentiality

Supervisory Skills

- Plan work assignments, activities, hours and scheduling
- Provide leadership and direction
- Manage others to make sure work get done
- Mediate disputes

Communication Ability

- Communicate effectively
- Communicate with supervisors, peers and/or direct reports by telephone, in written form, e-mail and/or in person
- Communicate with persons outside the County; represent the County to customers, the public, other government entities and other external sources
- Develop constructive and cooperative working relationships with others and maintaining them over time
- Establish and maintain effective working relationships
- Use courtesy, discretion and sound judgment with the public
- Effectively meet and communicate with the public
- Deal effectively with customers

Technical Ability

- Use computers and computer systems (including hardware and software) to set up functions, enter data, or process information
- Observe, receive and otherwise obtain information from all relevant sources
- Understand and interpret legal and government documents such as the Iowa Code and Iowa Administrative Rules
- Comprehend and apply technical information

Math Ability

- Add, subtract, multiply and divide correctly
- Choose the right mathematical methods or formulas to solve a problem

Other Ability

- Perform and process paperwork
- Organize, plan and prioritize work

- Prepare reports
- Work independently with little or no supervision
- Analyze information and use logic to address work-related issues and problems
- Understand and comprehend simple instructions, short correspondences and memos
- Understand, comprehend and interpret documents, such as:
 - Safety rules
 - Operating manuals
 - Maintenance instructions
 - Procedure manuals
- Take on responsibilities and challenges
- Be reliable, responsible and dependable in fulfilling obligations
- Be open to change (positive or negative) and to considerable variety in the workplace
- Work under pressure with interruptions and challenging deadlines
- Obtain necessary certifications
- Physical ability to perform essential job functions

PHYSICAL REQUIREMENTS / WORK ENVIRONMENT

- Normal office environment
- Occasionally exposed to all outside weather conditions
- Occasionally lifts, carries and otherwise moves and positions objects weighing up to 10-20 pounds

DISCLAIMER

The above statements are intended to describe the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this job.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Name: _____

Employee's Signature: _____

Date: _____

Supervisor's Name: _____

Supervisor's Signature: _____

Date: _____

**COUNTY ENGINEER
Job Description**

Name: **Department:** Secondary Roads
Title: County Engineer **FLSA:** Exempt
Date: **Reports To:** Board of Supervisors

PURPOSE OF POSITION

Plans, coordinates, allocates and supervises the construction and maintenance work on the County's secondary road system.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This class specification should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

Plans, coordinates, allocates and supervises the engineering and construction assignments associated with the maintenance and repair of the County's secondary road system.

Establishes departmental personnel policies; interviews and hires highway engineering and construction personnel; plans, schedules and assigns work; instructs and trains in correct methods; check and approves work; reviews and evaluates employee performance.

Supervises and monitors the design, planning and prioritization of all road, bridge and culvert work.

Supervises and inspects all construction and maintenance projects to ensure quality and timely performance.

Keeps the Board of Supervisors informed about new state and federal imposed regulations effecting the operation of the department; in consultation with the Board, prepares the annual road construction program and establishes long range priorities for the five year plan; prepares specifications, secures bids for and recommends equipment purchases to the Board.

Meets with the public to respond to questions and resolve problems concerning the County's highway system; performs public relations work within the community and state.

Prepares annual budget and administers the funds for the highway department; makes applications for funding outside standard allocations of highway funds.

Prepares plans, estimates and letting for highway construction projects.

Coordinates construction projects between the county and public or private agencies.

Performs other related duties as required.

MATERIALS AND EQUIPMENT USED:

General office equipment.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor of Science degree (B.S.) in Civil Engineering from an accredited four year college or university.

Four years as an Engineer-in-Training and two years additional engineering experience or an equivalent combination of education and experience.

Licenses and Certifications:

Professional Engineer in the State of Iowa.
Valid Driver's License and insurable under the County insurance policy.

Knowledge, Skills, and Abilities:

Knowledge of:

- o Civil Engineering practices.
- o Methods, techniques, practices, materials and equipment used in road, bridge and culvert maintenance and construction.
- o Government procedures regarding funding, design and approvals.
- o Management and supervisory principles and techniques.
- o Basic computer skills.

Ability to:

- o Plan, assign, and direct the work of subordinates.
- o Communicate clearly and effectively, both orally and in writing.
- o Establish and maintain an effective working relationship with department personnel, other government agencies, contractors and the public.

Physical and Mental Abilities:

Mental/visual effort required due to sustained periods of concentration necessary for the design and layout of a project and the constant breaks in concentration associated with answering phones or speaking in person to citizens or staff requiring assistance.

Moderate mobility: duties are usually performed by combinations of sitting, standing, and walking on a frequent change basis.

Physical ability to lift light articles, sometimes weighing up to 20 pounds maximum and carrying of objects weighing up to 20 pounds; pushing and/or pulling objects weighing up to 20 pounds maximum.

Good vision is required, either uncorrected or corrected through the use of lenses.

Working Conditions:

Work is performed in a normal office environment with some exposure to outdoor temperatures and driving a vehicle in moderate to heavy traffic. Working time may require irregular hours and shift times.

Employee Signature

Date

Board of Supervisors, Chairman

County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

COUNTY JOB DESCRIPTION FOR ENGINEER'S OFFICE (Secondary Roads)

GENERAL

POSITION	REPORTS TO	FLSA Status
County Engineer	Board of Supervisors	Exempt

JOB GOAL

Manages the County Secondary Roads Department; plans, organizes, directs, and coordinates the activities of professional, supervisory, administrative support, and semi-skilled and skilled employees involved in the administration, planning, maintenance, design, and construction of county roads and right of ways.

QUALIFICATIONS

TRAINING/EXPERIENCE

Job related Bachelor's degree in engineering such as Civil or Construction Engineering.

State of Iowa licensed professional engineer (PE).

Five or more years professional engineering experience with an extensive background in people management, budgeting, and public relations.

Possession of a valid Iowa driver's license.

Must maintain a current PE license with Continuing Education Credits.

DEMONSTRATED SKILLS AND ABILITIES

Knowledge of a wide range of medium and heavy equipment operation.

Knowledge of both state and federal OSHA standards, beneficial.

WORK REQUIREMENTS

Work is performed both in an office setting and outside. Outdoor work environment may involve exposure to extreme temperatures, adverse weather conditions, moving machinery, noise, dust, vibrations and fumes.

PHYSICAL REQUIREMENTS:

Must be able to sit, stand, and walk.

Must be able to walk on uneven or unstable ground such as construction sites.

Must be able to perform moderate lifting (50 lb.), if necessary.

SAFETY TRAINING REQUIREMENTS:

First Aid/CPR, Bloodborne Pathogens, Fire Extinguisher Use and Operation.

PERFORMANCE RESPONSIBILITIES

PUBLIC RELATIONS

Establishes a positive public relations image of the County through:

- the effective handling of incoming telephone calls;
- personal contact with other employees, citizens, and elected officials; and providing assistance of the highest quality to County citizens.

PROFESSIONAL

- 1) Plans, organizes, directs, and coordinates administrative, maintenance, design and construction, and special projects for the Secondary Roads Department.
- 2) Develops and implements approved 5-year construction program and annual county and Iowa DOT budgets; ensures effective, efficient utilization of various budget funds such as state and federal monies available for specific applications; prepares and submits reports to the Board and DOT documenting project status, progress, and goal achievement.

DEPARTMENTAL

- 1) Coordinates County Engineer functions with other county departments; develops department goals and objectives, policies and procedures, methods and standards, and improvements to enhance effectiveness and efficiency.
- 2) Conducts staff meetings with immediate subordinates, guides and coordinates the development of project plans, provides direction in the implementation and communication of personnel decisions.

- 3) Meets with the Board of Supervisors, discusses issues such as road projects, and recommends alternative solutions to problems; provides feedback to the Board and the public on matters such as relevant state and federal legislation that impact county road projects.
- 4) Recommends an annual departmental budget to the Board; administers the approved budget and monitors actual expense vs. budget.

MANAGERIAL

- 1) Delegates responsibility and directs subordinate staff in areas such as:
 - Conducting periodic inspections of roads, bridges, access ways and drainage structures/areas to ensure proper maintenance, timely repair, and replacement as needed.
 - Constructing, maintaining and repairing roads, bridges, and right-of-ways; scheduling projects such as resurfacing, patching, reconstruction, modification, replacement, and repair.
 - Removal of snow from county roads; scheduling plowing, sanding, and removal equipment; authorizing call-in of seasonal workers to assist with emergency equipment operations.
 - Developing specifications for and recommending the purchase of equipment and materials; ensuring that purchases such as parts, equipment repairs, and materials are in the county's best interest.
 - Erecting, replacing and repairing road signs.
 - Maintaining, repairing, and overhauling equipment, trucks and related machinery.
 - Maintaining and repairing drainage district facilities located within county right of way.
- 2) Implements human resources policies and practices to attract, retain, and motivate staff.
- 3) Represents County in negotiations with departmental bargaining unit; understands and implements collective bargaining agreement.
- 4) When required, acts as project inspector.

EMPLOYEE STATEMENT:

I have thoroughly reviewed all elements of this Job Description and agree that it describes my position as County Engineer for County.

County Engineer

Board of Supervisors

Date

Date

COUNTY ENGINEER

DEFINITION

Under the direction of the County Board of Supervisors, coordinates and supervises the construction and maintenance work performed on the county secondary road system; performs related work as required.

DUTIES

Plans, coordinates, allocates and supervises the engineering and construction assignments associated with the maintenance and repair of the secondary road system; prepares the annual budget and administers the funds for the secondary road system in accordance with the Iowa Department of Transportation specifications; oversees the design, planning and priority setting for all road, bridge and culvert work; coordinates construction projects between county and public or private agencies on public land; supervises and inspects all construction and maintenance work and ensures its economical and efficient performance; in consultation with the Board of Supervisors, prepares the annual road construction program and establishes long-range priorities; prepares specifications for and secures bids or multiple quotations on needed equipment; prepares plans, estimates, and advertises letting information for construction projects; establishes departmental personnel policies and makes the final employee hiring and firing decisions; performs public relations work within the community and the state; keeps the Board of Supervisors posted on new state and federally imposed regulations affecting the operation of the department; consults with the public concerning problems or complaints.

ENTRY REQUIREMENTS

Required Knowledge, Abilities and Skills. Considerable knowledge of current developments, literature and information concerning public works engineering; considerable knowledge of the principles and practices of engineering and modern office management; ability to plan and supervise the work of technical and professional personnel in a manner conducive to efficient, economical and full performance effort; ability to exercise good engineering judgement in appraising situations and making decisions. Considerable knowledge of the principles of land surveying and the preparation of legal descriptions and plats.

Minimum Education, Training and Experience. Four (4) years of college with major course in civil engineering; thorough professional experience in civil engineering and land surveying including field and office experience plus four (4) years of extensive and progressively responsible highway engineering work.

Required Special Qualifications. Possession of a valid State of Iowa certificate of registration as a professional engineer; must be qualified to be bonded.

Attachment C

EMPLOYMENT AGREEMENT BETWEEN (county name) COUNTY BOARD OF SUPERVISORS AND COUNTY ENGINEER

This agreement is made by and between the (County name) County Board of Supervisors, hereinafter referred to as the "Board" and (County Engineer), hereinafter referred to as the "County Engineer".

In consideration of the mutual agreement hereinafter set out, it is agreed by and between the parties that:

Section 1. Term and Salary.

The Board agrees to employ the Engineer as the County Engineer for the period beginning July 1, (year) and ending June 30, (year). The Board shall pay the Engineer, in equal biweekly installments, annual salaries of \$(salary) for the period beginning July 1, (year) and ending June 30, (year), \$(salary) for the period beginning July 1, (year) and ending June 30, (year) and \$(salary) for the period beginning July 1, (year) and ending June 30, (year).

Section 2. Secondary Roads Management.

- (A) It is understood and agreed that good management and engineering are the most important factors in the success of the Secondary Roads Department. The Board is the responsible elected body charged with the overall responsibility of all county governmental functions, including the Secondary Roads Department, and that all Secondary Roads plans and programs are implemented through the County Engineer. The Board recognizes its responsibility for delegation of authority to the County Engineer relative to the execution of policies, plans and programs.

- (B) The County Engineer shall be regarded as the manager of the Secondary Roads Department and will be expected to formulate recommendations in the areas requiring policy development and appropriate action by the Board. The Engineer shall have the full control of all planning, engineering, construction

and maintenance work of the Secondary Roads Department in order to accomplish his or her official duties. The County Engineer shall be responsible for the economical and expeditious execution of the policies, plans and programs of the Secondary Roads Department. It shall be the full responsibility of the Engineer to fill vacancies within the department in accordance with Board personnel policies and administer disciplinary actions to the employees of the department as, in his or her opinion, are required.

Section 3. Evaluation.

The Board shall have the responsibility of evaluating the performance of the County Engineer and shall perform said evaluation at least on an annual basis.

Section 4. Work Plans and Programs.

The County Engineer will be expected to formulate and provide appropriate justification for all work plans and programs submitted to the Board.

Section 5. Personnel Management.

The County Engineer will be expected to judiciously use all discretionary authority contained in the Code of Iowa, approved policies, plans and programs including the County handbook and union contract. Reports on the use of delegated authority concerning personnel administration and employee relations programs may be required at scheduled intervals and at other times as deemed necessary.

Section 6. Cooperation.

The Board recognizes that effective and efficient management of the Secondary Roads System can exist only through mutual understanding and complete cooperation between the Board and the County Engineer. The County Engineer shall be expected to produce results and furnish the Board of Supervisors information in a manner which indicates that the Board's policies, plans and programs are being implemented and carried out. The County Engineer's performance cannot be the best unless he or she is given latitude to exercise his or her independent judgment and discretion which is necessary in connection with the performance of operating management

functions and in carrying out all of the policies and programs of the Secondary Roads Department.

Section 7. Citizen Complaints.

All complaints, regarding Secondary Roads, received by a Board member shall be relayed to the County Engineer or his or her designated representative. **The Board member shall be informed in writing of the action taken.**

Section 8. Communication.

The County Engineer shall keep the Board adequately informed on all procedures developed for the prompt handling of requests or complaints received by a Board member or other complaints received by the Board or other personnel. The County Engineer shall be present at Board meetings when requested by one or more members of the Board.

Section 9. Board Support.

The County Engineer shall be furnished with a private office, a general work force and such other facilities, equipment and services suitable to his or her position and adequate for the performance of his or her duties. The County agrees to pay membership dues in appropriate professional organizations beneficial to the County Engineer and Secondary Road functions.

Section 10. Expenses.

The County Engineer is hereby authorized to incur reasonable expenses for and in the performance of his or her duties, including attendance at state and local conferences, seminars, hearings and equipment exhibitions, in accordance with county policies, including reasonable and necessary expenses for lodging, meals, travel, and similar items. The County will provide for the reimbursement of all reasonable out-of-pocket expenses upon the presentation by the County Engineer of an itemized account of such expenditures in accordance with Board policy and permitted by state law.

Section 11. Benefits.

(A) The County Engineer shall be entitled to the maximum of (# of days)

working days per year vacation. Any unused vacation shall be carried over from one year to the next. The vacation carried over shall not exceed (# of days) working days.

- (B) The County Engineer shall be entitled to all other benefits provided in the County handbook including, for example, any incentive plans, hospitalization plans, disability income plan, drug, dental, life insurance policy plan, and similar employee fringe benefit plans.

Section 12. Bond.

The County Engineer shall file a bond suitable to the Board in accordance with Iowa Code §309.18, and that all fees for the same shall be paid by the Board. It is further agreed that the Engineer shall be indemnified and held harmless for any and all actions taken against the County, and the Board or the Engineer, due to the actions performed by the Engineer during the course of his or her official duties. The Board shall defend all such actions and pay all judgments rendered. The Board shall acquire insurance as necessary to accomplish the same or assume the full responsibility necessary to accomplish the same.

Section 13. Termination, Resignation and Severance Pay.

- (A) Nothing in this agreement shall prevent, limit or otherwise interfere with the right of the Board to terminate the services of the County Engineer at any time, subject only to the provisions set forth in this Section.
- (B) In the event the Board terminates the County Engineer without cause before expiration of the term of this Agreement and during such time that the County Engineer is willing and able to perform his or her duties under this Agreement, the Board agrees to pay the County Engineer a lump sum cash payment equal to a (# of months) month aggregated salary. The County Engineer agrees to waive all other remedies against the County for such termination.
- (C) In the event the County Engineer is terminated with cause, the Board shall

have no obligation to pay the (# of months) aggregated salary. As used herein, "cause" refers to (1) conviction of a felony, (2) conviction of any charge involving personal gain or (3) a finding of conduct that contravenes this Agreement.

- (D) The County Engineer shall be entitled to a public hearing prior to termination of the County Engineer for cause or without cause. The County Engineer shall be given written notice setting forth any charges at least (# of days) days prior to such hearing by the Board.
- (E) If mutually agreed upon by the Board and the County Engineer, the above requirement for a public hearing may be waived.
- (F) Nothing in this agreement shall prevent, limit or otherwise interfere with the right of the County Engineer to resign at any time from his or her position with Board. The County Engineer agrees to not to resign from his or her position prior to (date).
- (G) In the event the County Engineer voluntarily resigns before expiration of the aforesaid term of employment, then the County Engineer shall give the Board (# of months) months' notice, in advance, unless the parties otherwise agree. In the event of a voluntary resignation, the County Engineer is not entitled to the lump sum cash payment referenced above for termination without cause nor is he or she entitled to any other form of severance.

Section 14. Suspension.

- (A) The Board may suspend the County Engineer without pay and benefits during the term of the Agreement for cause as defined in Section 13. In the event said indictment or information is later set aside, or the County Engineer is acquitted, the County Engineer shall be reinstated, with back pay and benefits previously denied.

- (B) The Board may suspend the County Engineer with full pay and benefits at any time during the term of this agreement.
- (C) The County Engineer shall be entitled to a public hearing prior to suspension of the County Engineer for cause or without cause. The County Engineer shall be given written notice setting forth any charges at least (# of days) days prior to such hearing by the Board.
- (D) If mutually agreed upon the Board and the County Engineer, the above requirement for a public hearing may be waived.

Section 15. Preemption

This agreement shall supersede all provisions of previous agreements and any such agreements presently existing shall become null and void.

Adopted this (day)day of (month), (year).

Chairman, (County Name) County Board of Supervisors

ATTEST:

(County Name) County Auditor

EMPLOYMENT CONTRACT AND AGREEMENT

This Employment Contract and Agreement made and entered into this (day of month) day of (month), (year) by and between (county name) County, Iowa by its Board of Supervisors, consisting of (board chair), Chairman, and (board member name), (board member name), (board member name), and (board member name) members, Party of the First Part, hereinafter called the Board; and, (county engineer name) P.E. and L.S., Party of the Second Party, herein after called the Engineer.

WITNESSETH:

WHEREAS: The Board desires and needs the services of a Registered Professional Engineer licensed in the state of Iowa to serve in the capacity of County Engineer, in accordance with the Code of Iowa, Sections 309.17 through 309.21, and

WHEREAS: The Engineer is duly qualified, able and willing to furnish said services to the Board,

NOW, THEREFORE, in consideration of mutual covenants and agreements hereinafter contained, the parties heretofore themselves and assigns, have mutually agreed and do agree with each other as follows:

1. That the Board hereby employs the Engineer as the County Engineer for (county name) County, Iowa for the period beginning (day of month) day of (month), (year), and ending (day of month) day of (month), (year).
2. That the Board shall furnish the Engineer all equipment, material, manpower and transportation necessary for the efficient performance of the official duties of County Engineer.
3. That the Engineer shall keep himself/herself advised as to the condition of the budget items of the Secondary Road Fund. And, that the Engineer shall have control of all planning, engineering, construction and maintenance work of the Secondary Road Department and all employees therein in order to accomplish his/her official duties. And that it shall be the responsibility of the Engineer to hire employees to fill vacancies within the Secondary Road Department. And, that it shall also be the responsibility of the Engineer to administer disciplinary action to the employees of the Secondary Road Department as, in his or her opinion, may be required. *
4. That the Engineer shall file a bond suitable to the Board in the amount of \$(dollar amount) in accordance with Section 309.18 of the Code of Iowa. And, that all fees incurred by filing said bond shall be paid by the Board.

5. That the Engineer shall devote his/her time and talents to the best of his/her ability to the best interest of (county name) County, Iowa. And, therefore, in so doing, it is agreed that the Engineer shall be in responsible charge of the Secondary Roads Department. And, that the Engineer shall be indemnified and held harmless for any and all actions taken against the county, and the Board or the Engineer due to actions performed by the Engineer during the course of his official duties. The Board shall defend all such actions and pay all judgments rendered. The Board may require insurance as deemed necessary to accomplish the same. **
6. That for and in consideration of the foregoing, the Board shall pay the Engineer in equal installments an annual salary of not less than \$(dollar amount) for the period (Starting date), through (ending date); \$(dollar amount) for the fiscal year (year); and \$(dollar amount) for the period (Starting date), through (ending date). ***
7. That the Engineer shall be entitled to a vacation of (# of weeks) weeks per year ((# of working days) working days) to be away from such employment, during which time his/her compensation shall be paid in full. And that any unused vacation time shall be carried over from one year to the next.

*If a county has an established and satisfactory personnel policy and job descriptions, you may wish to refer to them.

**This paragraph is for protection against Tort and/or Punitive Damage Claims.

***Amounts and time periods as agreed upon accrued vacation time shall not exceed working days. And, that the Engineer shall be granted Insurance benefits, sick leave, paid holidays and all other fringe benefits granted to Secondary Road Department employees in a like and equal manner.

8. That the Engineer shall be paid actual and necessary expenses while performing his/her duties outside of the county. And that the Engineer shall be allowed (\$0.xx) per mile for use of his/her private car, when use of said car is deemed necessary by the Engineer, for the transaction of official business.
9. That the Engineer shall be granted time off with pay to attend Highway Conferences, Engineers' meetings and Technical Sessions and Short Courses, and to such meetings as are a requirement for his professional license, and that expenses be paid by the county to those meetings as the Iowa Law allows.
10. That either party to this contract may terminate the same in the proper manner prescribed as follows:
 - A. That the Board may terminate this contract at any time without cause by giving (number of days) days of notice in writing to the Engineer of such

formal action taken by a unanimous vote of the Board. In such event, the Engineer, if requested by the Board, shall continue to render his/her services and shall be paid his/her regular compensation up to the date of termination. And that upon issuance of such termination, the Board recognizes the adverse circumstances in which the Engineer has been placed and, therefore, agrees to pay the Engineer at the time of the termination a severance allowance equal in amount to (number of months) months' salary being paid the Engineer as settlement for damages sustained, in addition to accrued vacation.

- B. That either party may terminate this contract for cause. In such case the terminating party shall set forth in written notice the specific facts upon which the cause for termination is based, together with the date of termination and the severance allowance, if any, in addition to accrued vacation.
- C. That the Engineer may terminate this contract at any time without cause by giving (number of days) days notice in writing to the Board. In such event, the Engineer shall continue to render his/her services and shall be paid his/her regular compensation up to the date of termination but no severance allowance shall be paid to the Engineer in the event of termination by the Engineer, other than accrued vacation.

- 11. That this contract may be amended, revised, renewed or extended at any time only by written approval of the Board and the Engineer.
- 12. That this contract shall supersede all previous contracts and any such contracts presently existing shall become null and void.

IN WITNESS THEREOF, the parties hereto have set their hands, for the purpose herein expressed.

EFFECTIVE THIS (day of month) day of (month), (year).

PARTY OF THE FIRST PART
(County name) County, Iowa
Board of Supervisors

Chairman

Members

PARTY OF THE SECOND PART

County Engineer

ATTEST: _____
County Auditor

Employment Agreement
Between
County Board of Supervisors and County Engineer

This duplicate agreement is made by and between the (County Name) County Board of Supervisors, hereinafter referred to as the "Board" and (County Engineer's name), hereinafter referred to as "County Engineer".

In consideration of the mutual agreement hereinafter set out, it is agreed by and between the parties that:

1. The Engineer recognizes that the Board of Supervisors has delegated its administrative functions and responsibilities for policy implementation to its County Administrator, and as such, the County Engineer is to work with and through the County Administrator on all matters involving general administrative and Board policy matters. The Board of Supervisors recognizes that the Code of Iowa authorizes certain authorities, responsibilities and powers on the County Engineer as the department head of the Secondary Roads Department. Such authorities, responsibilities and powers shall not be decreased or impaired by the Board through its administrative or policy functions. The relationship between the County Administrator and the Engineer shall be one of mutual cooperation with the County Administrator being considered as supervisory in general matters. This relationship shall not conflict with the Engineer's duties, authorities and responsibilities to the Board as head of the Secondary Roads Department.
2. It is understood and agreed that good management and engineering are the most important factors in the success of the Secondary Roads Department. The Board is the responsible elected body charged with the overall responsibility of all county governmental functions, including the Secondary Roads Department, and that all Secondary Roads plans and programs are implemented through the County Engineer. The Engineer shall have the full control of all planning, engineering, construction and maintenance work of the Secondary Roads Department in order to accomplish his official duties. It shall be the full responsibility of the Engineer to fill vacancies within the department in accordance with Board personnel policies and administer disciplinary actions to the employees of the department as, in his opinion, are required.
3. The Board shall have the authority to employ and remove from employment, the County Engineer, for good and sufficient cause (See Section 18). Likewise, the Board or County Administrator shall have the responsibility of evaluating the performance of the County Engineer and shall perform said evaluation at least on an annual basis. The Board recognizes its responsibility for delegation of authority to the County Engineer, relative to

the execution of policies, plans and programs. Commensurate authority for execution will be automatically granted unless expressly reserved to the Board or delegated through the County Administrator at the time of their action. The County Engineer shall be responsible for the economical and expeditious execution of the policies, plans and programs of the Secondary Roads Department.

4. The County Engineer shall be regarded as the manager of the Secondary Roads Department and will be expected to formulate recommendations in the areas requiring policy development and appropriate action by the Board.
5. The County Engineer will be expected to formulate and provide appropriate justification for all work plans and programs submitted to the Board.
6. The County Engineer will be expected to judiciously use all discretionary authority contained in the Code of Iowa, approved policies, plans and programs. Reports on the use of delegated authority concerning personnel administration and employee relations programs may be required at scheduled intervals and at other times as deemed necessary.
7. The Board recognizes that efficient management of the Secondary Roads System can exist only through mutual understanding and complete cooperation between the Board and the County Engineer. The County Engineer shall be expected to produce results and furnish the Board of Supervisors and/or County Administrator information in a manner which indicates that the Board's policies, plans and programs are being implemented and carried out. The County Engineer's performance cannot be the best unless he is given latitude to exercise his independent judgment and discretion which is necessary in connection with the performance of operating management functions and in carrying out all of the policies and programs of the Secondary Roads Department.
8. All complaints received by a Board member shall be relayed to the County Engineer or the designated representative. If relayed to a designated representative, such staff member or other supervisor shall notify the Board member and the County Engineer in writing of the action taken.
9. The County Engineer shall keep the Board and the County Administrator adequately informed on all procedures developed for the prompt handling of requests or complaints received by a Board member or other complaints received by the Board or other personnel.
10. The County Engineer shall be provided a climate of operation which will allow him to function in a management concept supportive of the principle that all inquiries or references

related to the operations of his department shall be referred to his attention prior to any action being taken.

11. The County Engineer shall be furnished with a private office, automobile, staff, a general work force and such other facilities, equipment and services suitable to the position and adequate for the performance of duties. The County agrees to maintain membership in appropriate professional organizations beneficial to the County Engineer and Secondary Road functions.
12. The County Engineer is hereby authorized to incur reasonable expenses for and in the performance of his duties, including attendance at hearings, national, state and local conferences and seminars, and equipment exhibitions, in accordance with county policies, including reasonable and necessary expenses for lodging, meals, travel, and similar items. The County will provide for the reimbursement of all reasonable out-of-pocket expenses upon the presentation by the County Engineer of an itemized account of such expenditures in accordance with Board policy.
13. The County Engineer shall be provided vacation in accordance with prevailing county policy established for non-represented employees. However, during the first (number of years)years, the County Engineer will be provided with (number of weeks vacation) weeks of vacation per year.
14. Fringe Benefits.
 - A. The County Engineer shall have the privilege of and shall participate in any present or future pension, retirement, or other compensation or incentive plans, hospitalization plans, disability income plan, drug, dental, life insurance policy plan, and similar employee fringe benefit plans, on the same basis as other administrative employees, as adopted by the Board.
 - B. County Engineer will be provided initially with (Number of days) days of sick leave and will not accumulate any additional sick days until after (number of years) years of employment.
15. The County Engineer shall file a bond suitable to the Board in accordance with Iowa Code Section 309.18, and that all fees for the same shall be paid by the Board. It is further agreed that the Engineer shall be indemnified and held harmless for any and all actions taken against (county name) County, and the Board or the Engineer, due to the actions performed by the Engineer during the course of his official duties. The Board shall defend all such actions and

pay all judgments rendered. The Board shall acquire insurance as necessary to accomplish the same or assume the full responsibility necessary to accomplish the same.

16. The County Engineer shall be entitled to annual cost of living salary adjustments in accordance with adopted policies of the Board of Supervisors for the non-represented employees beginning with the Engineer's midpoint salary of \$(salary). The Engineer may request, and the Board may grant, additional positive salary adjustments throughout the life of this agreement.

17. Term:

Nothing in this agreement shall prevent, limit or otherwise interfere with the right of the Board to terminate the services of County Engineer at any time, subject only to the provisions set forth in Section 19, paragraphs A and B, of this agreement.

Nothing in this agreement shall prevent, limit or otherwise interfere with the right of the County Engineer to resign at any time from the position with Board, subject only to the provisions set forth in Section 19, paragraph C, of this agreement.

Employee agrees to remain in exclusive employment of Board for [# of years (1-3)] from the date of hire, and neither to accept other employment nor to become employed by any other employer until said termination date, unless said termination date is affected as hereinafter provided.

The term "employed" shall not be construed to include occasional teaching, writing, or military reserve service performed on employee's time off.

In the event written notice is not given by either party to this agreement to the other party 180 days prior to the termination date hereinabove provided, this agreement shall be extended on the same terms and conditions as herein provided, all for an additional period of one year. Said agreement shall continue thereafter for a one year period unless either party hereto gives 180 days written notice to the other party that the party does not wish to extend this agreement for an additional one year term.

18. Suspension:

Board may suspend the County Engineer without pay and benefits, upon the finding of an indictment of the filing of any information charging said County Engineer with a felony or an illegal act involving personal gain. In the event said indictment or information is later set aside, or the County Engineer is acquitted, said County Engineer shall be reinstated, with back pay and benefits previously denied.

Board may suspend the County Engineer with full pay and benefits at any time during the term of this agreement, but only after a public hearing, and a majority of Board votes to suspend County Engineer for just cause provided, however, the County Engineer shall have given written notice setting forth any charges at least ten (10) days prior to such hearing by the Board members.

If mutually agreed upon by a majority of the Board and the County Engineer the above requirement for a public hearing may be waived.

19. Termination and Severance Pay:

- A. In the event the County Engineer is terminated without good cause by the Board before expiration of the aforesaid term of employment and during such time that the County Engineer is willing and able to perform his duties under this agreement, then in that event the Board agrees to pay the County Engineer a lump sum cash payment equal to (# of months) months aggregated salary, and provide insurance for that same number of months.
- B. In the event the County Engineer is convicted of any felony or illegal act involving personal gain (termination with good cause), the Board shall have no obligation to pay the aggregate severance sum designated in this paragraph A. Good cause herein defined as a conviction of any illegal act involving personal gain.
- C. In the event the Board at any time during the term of this agreement reduces the salary or other financial benefits of the County Engineer in a greater percentage than an applicable across-the-board reduction for all non-represented employees of the Board, or in the event the County Engineer refuses, following written notice, to comply with any other provision benefiting the County Engineer herein, or the County Engineer resigns following a suggestion, whether formal or informal, by the Board that he resign, then, in that even, the County Engineer may, at his option, be deemed to be "terminated" at the date of such reduction or such refusal to comply within the meaning and context of the herein severance pay provision.

In the event the County Engineer voluntarily resigns before expiration of the aforesaid term of employment, then the County Engineer shall give the Board (# of months) month(s) notice in advance, unless the parties otherwise agree.

20. This agreement shall supersede all provisions of previous agreements and any such agreements presently existing shall become null and void.

Effective date of this agreement is (date).

(County Name) COUNTY BOARD OF SUPERVISORS

(Supervisor Name), Chairman

(County Engineer's Name), County Engineer