

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

Date: 06/09/2021 Weekly Agenda Date: 06/15/2021

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: <u>Mark Nahra and Melissa Thomas</u>
WORDING FOR AGENDA ITEM: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">Authorization to create the new position of Assistant County Engineer</div>
ACTION REQUIRED:
Approve Ordinance <input type="checkbox"/> Approve Resolution <input type="checkbox"/> Approve Motion <input checked="" type="checkbox"/>
Public Hearing <input type="checkbox"/> Other: Informational <input type="checkbox"/> Attachments <input checked="" type="checkbox"/>

EXECUTIVE SUMMARY:

The County Engineer is requesting the creation of an Assistant Engineer position. With the approval of this position the Civil Engineering Intern position would be deactivated until needed again.

BACKGROUND:

Colin Ryan, WCSR civil engineer intern, passed the professional license exam and is a licensed PE. He meets qualifications for departmental duties analogous to a "deputy" county engineer. He meets the major qualification to serve as a county engineer anywhere in Iowa. With staffing changes impending, a salary increase is in order to keep his salary competitive with licensed PEs.

FINANCIAL IMPACT:

I am recommending a salary for this position, to start on July 1, 2021, of \$97,238. This would be an increase of \$27,157.00 and will be paid by secondary road funds.

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes No

RECOMMENDATION:

Pass a motion to approve the position of Assistant County Engineer.

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the position of Assistant County Engineer.

**WOODBURY COUNTY
POSITION DESCRIPTION**

Name: _____	Department: County Secondary Roads
Title: Assistant County Engineer	FLSA Designation: Exempt
Effective Date: July 2021	Reports to: County Engineer

Purpose:

Performs difficult technical and administrative work in planning, designing and coordinating construction and maintenance projects for roads, bridges and other county infrastructure; purchasing right-of-way needed for construction and maintenance projects; and does related work as required. Work is performed under general supervision. Incumbent exercises supervision over subordinate personnel. This position is under the direct authority of the County Engineer.

Essential Functions and Responsibilities:

The following duties are typical for this position. These are not to be construed as exclusive or all inclusive.

Other duties may be required and assigned.

- Assists the County Engineer in determining short and long range plans to maintain existing infrastructure including development of the five year construction program and annual Iowa DOT and county budgets.
- Evaluates issues and options regarding rural and municipal infrastructure and makes recommendations.
- Assisting the County Engineer; planning, designing, and coordinating infrastructure construction and maintenance projects
- Plans, designs, and coordinates infrastructure construction and maintenance projects and monitors completion of all work according to project plans and specifications.
- Determines right-of-way acquisition needs for construction and maintenance projects; negotiates for the purchase of right-of-way.
- Assists in the development of engineering plans and specifications; evaluates contractor bids and recommends the lowest responsible bidder to the County Engineer.
- Conducts the inspection of a variety of construction projects, checking to assure contractor compliance with approved standards and specifications, ensures contractor compliance with time and budget parameters.
- Inspects and tests, using a variety of procedures, the materials used in construction projects in accordance with specifications.
- Accurately measures, in accordance with the plans and specification, the quantities incorporated into the project.
- Performs follow-up inspections as required.
- Prepares various reports relating to construction projects, including daily diaries, field books and Iowa DOT construction forms.
- Responsible for reviewing contractor payrolls and project documentation.
- Reviews project traffic control for compliance with project plans.
- Participates in field and construction surveys.
- Assists in the development of an annual budget for engineering operations and monitors adopted budget.
- Attendance is required

Non-Essential Functions and Responsibilities:

- Perform various other duties related to scope of responsibility as assigned by the County Engineer

Minimum Education and Experience Required to Perform Essential Functions:

- Must possess a bachelor's degree from an ABET certified Civil or Construction Engineering program with major course work in civil engineering, construction engineering, or a related field
- Experience in county engineering related work preferred and/or extensive experience in construction and design
- Professional Engineer license in the state of Iowa.
- General knowledge of the principles, procedures and techniques of civil engineering and design
- Thorough knowledge of the principles, procedures and techniques of maintaining county infrastructure
- General knowledge of county, state and federal policies, laws and regulations related to roads, bridges and other county infrastructure
- Considerable knowledge of the principles of land surveying and the preparation of legal descriptions and plats.
- Ability to exercise good engineering judgement in appraising situations and making decisions.
- Ability to interpret operating and maintenance manuals and technical design and maintenance standards
- Ability to complete the design of infrastructure construction and maintenance projects
- Ability to prepare, organize and maintain engineering field and office data
- Ability to effectively communicate complex technical information, both orally and in writing; ability to plan and supervise the work of subordinates
- Ability to understand the operation of necessary tools and equipment
- Ability to operate standard office equipment, including personal computer and knowledge of applicable software packages

- Ability to establish and maintain effective working relationships with associates, other county departments, and the general public.
- Candidate for hire must successfully pass a background check, a physical examination, vision, back screen and drug screen prior to employment

Mental and Physical Competencies Required to Perform Essential Functions:

Language Ability

Ability to read and interpret documents such as safety rules, operating, and maintenance instructions, and procedure manuals and/or Iowa or county systems. Ability to write routine reports and correspondence. Ability to speak effectively before groups of constituents or employees of the County in clearly spoken English. Ability to communicate Woodbury County policies to managerial and non-managerial groups in person and in writing. Ability to read and understand legal descriptions, policies, and procedures. Able by voice communications to express or exchange ideas by means of the spoken word in clearly spoken English

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw or interpret graphs. Knowledge of basic bookkeeping principles. Knowledge of legislative requirements related to County systems. Knowledge of County principles and procedures.

Behavior Skills

Ability to begin work at the starting time without tardiness, absenteeism, or leaving work early without authorization or for good reason. Conduct or appearance in good keeping with a professional image and/or position of the County. Ability to read and understand the Work Rules of the County such as Bullying will not be tolerated, theft and dishonesty will not be tolerated, and disobedience, insubordination, or refusal to comply with reasonable instructions of authorized supervision will not be tolerated. Ability to cope with numerous time sensitive requests from County offices. Attendance is required.

Reasoning Ability

Ability to apply common sense understanding to carry out complex instructions and independently evaluate and solve complex problems. Ability to deal with standardized situations with only occasional or no variables. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardizes situations. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Cognitive Demands

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to set priorities regarding assignments and follow through to completion; ability to establish and maintain effective working relationships with associates and the general public by means of clearly spoken English.

Equipment Used

Computer for data entry, spreadsheets and word processing, calculator (10 key), copier/scanner, possess knowledge of general office equipment and procedures.

Physical Demands

Typical office environment involving sitting, walking, occasional bending, lifting, and carrying paper and related light objects generally weighing 50-85 pounds or less and negligible amount of force frequently or constantly to move objects. Horizontal and vertical reaching motion is required. Aptitudes required are those typically associated with clerical operations including clerical, numerical, and forms perceptions, clarity of vision to view computer screens and for preparing and analyzing written data and to determining the accuracy and thoroughness of work and observing general surrounds and activities, legal documents, and property descriptions cards; eye/hand/foot coordination, hand and finger dexterity, motor coordination, grasping and repetitive motions, hearing to perceive information at normal spoken word levels and conversation skills for expressing or exchanging ideas by means of the spoken word in clearly spoken English. Attendance required Attendance is required

Environmental Adaptability

Work is not performed only in a typical office environment. The employee is subject to outdoor work occasionally under adverse environmental conditions.

Special Requirements

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Possession of an appropriate valid driver's license and insurance. Candidate for hire must successfully pass a background check, a physical examination, vision, back screen and drug screen prior to employment. The use of clearly spoken English for the skills and purposes of this job. Attendance is required.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the performed duties as directed by the Employer and or Department Head. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I understand that my attendance is required. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

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

Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran's status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa Department of Transportation's civil rights coordinator. If you need accommodations because of a disability to access the Iowa Department of Transportation's services, contact the agency's affirmative action officer at 800-262-0003.