

**Green County  
Job Description**

**Job Title:** CIVIL ENGINEER  
**Department:** HIGHWAY  
**Reports to:** HIGHWAY COMMISSIONER  
**Grade:** 20  
**Status:** Full-Time  
**FLSA Status:** Exempt/Nonunion Position  
**Prepared By:** Green County Clerk's Office/Highway Commissioner  
**Prepared Date:** October, 2016  
**Approved By:** Personnel and Labor Relations Committee  
**Approved Date:** March 29, 2017

***SUMMARY:***

The purpose of this position is to apply technical skills in both the office and the field. This position provides design of construction and maintenance activities on roads and bridges projects in Green County. The engineer is responsible for the bridge inspection program, reporting, documentation and planning for bridge rehabilitation and replacements. Work involves the management of multiple highway related projects; supervision of employees; and coordination with consultants, municipalities, other government agencies, utilities and the public. Duties are carried out under the direct supervision of the Highway Commissioner but the Engineer has considerable discretion in the planning and direction of specific tasks over which he/she exercises general or immediate supervision.

***ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:***

- Provide engineering support on county, state, and municipal projects.
- Coordinate routinely with General Superintendent, Patrol Superintendent, Engineering Technician and crews to carry out daily operations with engineering, survey staking, and technical assistance support.
- Work with other government agencies including the WI Dept. of Natural Resources, WI Dept. of Transportation and US Army Corps of Engineers. Prepare and submit all necessary permit applications for department projects and for municipal projects.
- Perform all phases of land surveying work in the field including: supervise construction staking and R/W monumentation and other types of surveys; procure field data necessary for the preparation of plans for roads and/or other public works projects; provide staking and notes for subgrade/grade, and make modifications of project design.
- Assist Highway Commissioner with responsibilities that include: Manage State Local Road Improvement Program, prepare bidding documents and the contracting of engineering consulting firms; update and prepare the Highway Department 6-year Capital Improvement Program.
- Assist surveyors in the county who request roadway information and maintain records of section corner monumentation.
- Conduct surveys, read maps and blueprints, preparation of bridge site studies, topography site surveys, hydraulic and structural design of bridges and design of other highway improvement projects.
- Computer experience with knowledge of Windows, Microsoft Office and other customized software programs.

- Remain on-call 24 hours, in a rotation with other supervisors to be available to evaluate and supervise emergency operations and winter maintenance operations.
- Exposure to hazardous winter driving conditions and highway traffic.
- And such duties and responsibilities as may be assigned from time to time.

***SUPERVISORY RESPONSIBILITIES:***

Under the direction of the Highway Commissioner the Engineer carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. He/she works in unison with other administrative staff to assist in training employees, planning, assigning, and directing work projects, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

***QUALIFICATIONS:*** *To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.*

**EDUCATION and/or EXPERIENCE**

Bachelor Degree in Civil Engineering, construction management and any combination of job related experience and professional training which provides the necessary knowledge, skills and ability.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, safety rules, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or Board of Supervisors.

**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 and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Fundamentals of plane and solid geometry.

**REASONING ABILITY**

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Bachelor Degree in Civil Engineering or related field required. Registered Professional Engineer in the state of Wisconsin preferred. Federal Bridge Inspection certification is required within 12 months of hire. Valid Wisconsin Driver's license.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts and fumes or airborne particles. The noise level in the work environment is usually moderate.

The position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills needed, it is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. Green count retains and reserves any or all rights to change, modify, amend, add to or delete from any section of this document, as it deems in its judgement to be proper.

This job description is not a contract for employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date