



## Job Description

**Job Title:** Assistant County Engineer

**Name:**

**Department:** Engineering

**Reports To:** County Engineer

**Classification:** Exempt

**Date:** November 6, 2020

### General Duties:

Under general supervision of the County Engineer, the Assistant County Engineer applies knowledge of civil engineering principles and practices to manage, direct and coordinate the activities of the Engineering Division including planning, designing and inspecting of county road and drainage projects, subdivisions, complex capital projects, and coordinating engineering activities with other departments of the County and to provide highly complex staff assistance to the County Engineer.

### Essential Duties and Responsibilities:

1. Prepares plans and specifications for the construction, alteration, and maintenance of a wide variety of civil engineering facilities including roads, drainage, and bridges.
2. Prepares estimates for construction costs.
3. Design road improvements and prepares plans, profiles, cross sections and other details and quantity estimates.
4. Design plans for conformance with regulations regarding size, elevation and location of structures and verifies calculations.
5. Acts as resident engineer on complex construction projects.
6. Inspects major construction projects in progress to assure compliance with plans and specifications.
7. Reviews plans prepared by private consultants to ensure their compliance with engineering principles and County Requirements.
8. Reviews records of surveys, parcel and subdivision maps and use permit and other land use documents for approval of conditions.
9. Compiles project records, prepares progress reports, expenditure reports, contract change orders and progress pay estimates and final projects reports.
10. Performs responsible technical research and develops County standard plans specifications.
11. Supervise lower level engineering staff and represent the Department at various meetings.

12. Performs additional duties as required.

Submit letter of application with resume, which includes work reference to:

Madison County Board of Supervisors

ATT: Loretta D. Phillips, Director of Human Resources

P. O. Box 608

Canton, MS 39046

Or, via email to [hr@madison-co.com](mailto:hr@madison-co.com)

Drug screening and criminal background check required. Applications and applicants' information will remain confidential.

Madison County is an EEO/ADA Employer.