

Board of County Road Commissioners of Huron County

ROAD COMMISSIONERS:

JOHN M. HUNT
BAD AXE

MICHAEL A. POWER
CASEVILLE

ALAN J. McTAGGART
PORT HOPE

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COUNTY HIGHWAY ENGINEER/DEPUTY DRAIN COMMISSIONER Job Description

General Summary:

In Huron County the Road Commission is the Drain Commission along with also being responsible for operating and maintaining the County Airport and County Park System. The County Highway Engineer/Deputy Drain Commissioner is expected to be involved in all areas of Road Commission responsibilities. An estimated split of time is as follows:

County Road System	45%
County Drain System	40%
County Park System	10%
County Airport	5%

Reports To: Secretary Manager

Typical Duties:

1. Provide general supervision and coordination of activities in the Engineering Department and Drain Office.
2. Use professional engineering principles and experience to evaluate options and determine appropriate courses of action.
3. Gather and analyze data to assist in determining design requirements and cost estimates.
4. Work with engineering staff and/or consultants as necessary, to coordinate project planning, design, right-of-way acquisition, estimating, permits, bidding, assessing, testing, inspection and contract administration.
5. Interact with developers, contractors, townships, cities and villages, MDOT and general public.
6. Prepare department budgets and monitor expenditures.
7. Oversee Road Commission and Drain Commission Authorized Public Agency (APA) for soil erosion and sedimentation control.
8. Oversee bridge and culvert inspection programs.
9. Attend seminars, professional development and other work-related meetings.
10. Coordinate and direct all phases of "Federal-Aid" projects.
11. Other related duties as required.

Education and Experience

- Bachelor of Science degree (B.S.) in Civil Engineering from an accredited college or university.
- Four (4) years of professional civil engineering experience, including the exercise of supervisory responsibility, preferably in public works design and construction.

Licenses and Certifications:

- Professional Licensed Engineer in the State of Michigan.
- Valid Driver's License

Knowledge, Skills, and Abilities

Knowledge of:

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

Ability to:

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

Working Conditions

Work is performed in a normal office environment and on a project construction site. The work on the construction site will require exposure to outdoor temperatures and driving a vehicle in light to moderate traffic. Working time may require irregular hours and shift times.

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

Applications will be available at the Road Commission office at 417 South Hanselman St. Bad Axe, Michigan from 7:00 a.m. to 3:30 p.m. or available on our website www.hcroads.com. Completed applications must be returned to the Road Commission office by February 21, 2020.

Board of Huron County Road Commissioners
Michael A. Power, Chairman
Alan J. McTaggart, Vice Chairman
John M. Hunt, Commissioner