

**IRON COUNTY ROAD COMMISSION
JOB DESCRIPTION**

TITLE: Civil Engineer / Construction Manager

GENERAL SUMMARY:

Under the general direction of the Superintendent/Manager, working on engineering and construction related duties on MDOT, County primary and local roads, and road commission grounds and facilities.

EXAMPLES OF DUTIES:

Participate with scoping, design, bid document preparation, estimating, construction inspection and documentation, and contractor coordination on Iron County Road Commission (ICRC) Federal Aid and State funded projects. Use of ProjectWise, Field Manager and all federal and State requirements, guidelines, standard plans and specifications for construction. Assist in review of contractor invoicing. MDOT Office Tech certification is highly desired.

Participate with scoping, design, bid document preparation, estimating, construction inspection and documentation, contractor coordination, and review of contractor invoices on ICRC primary and local road projects. Assist with fieldwork/construction when necessary.

Participate with scoping, estimating, design, inspection, and documentation of ICRC related maintenance activities on the State of Michigan (MDOT) trunkline system in accordance with MDOT/ICRC Maintenance contract and TWA documents. Coordinate with contractors where necessary. Assist with fieldwork/construction when necessary.

Function as primary contact and coordinator for Miss Dig system.

Maintain and update RoadSoft related items: road and road asset inventory updating, crash data retrieval, TAMC reports, etc. Participate in training and field work for PASER roadway ratings.

Work with Michigan Engineer's Resource Library (MERL) for project estimating and price history information.

General survey work: experience with, or ability to learn, the effective use of total station and laser level for a variety of engineering and construction activities.

Participate with annual ACT 51 map updating including addition, revision, and deletion (abandonment) documentation. Review of current maps for information upon requests from the public and other governmental or private organizations.

Participate in the preparation of Michigan Department of Environment, Great Lakes, and Energy permit applications including but not limited to site inspections, field surveys, application preparation, and permit close-out requirements. May act as primary or alternate APA representative for SESC.

Assist in the preparation of an annual budget line items involving maintenance and road projects.

Assist with inventory of ICRC construction/maintenance items: culverts, gravel, sand, salt.

Assist with the duties of the Road Commission acting as the office of the Iron County Drain Commission.

Attend seminars, training, and meetings in order to remain well versed with current and generally accepted engineering standards and guidelines. May represent the Board in dealing with a variety of governmental and public bodies.

Familiarity with the use of Microsoft Word, Microsoft Excel, and any other software which may be required to complete the job efficiently and accurately.

Experience with, or the desire to learn the operation of some heavy equipment (dozer, loader, backhoe, roller) is desirable.

The duties stated here are intended to describe the general nature and level of work being performed by employees within this classification. They are not to be construed as an exhaustive list of all duties and responsibilities which might be assigned to personnel so classified.

ESSENTIAL JOB ELEMENTS AND PHYSICAL DEMANDS (ADA):

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| Physical Mobility | Ability to walk extended distances and climb stairs, ramps, and natural outdoor ground to access ICRC and other work-related locations and facilities. |
| Vision and Sight | Ability to read instructions, directions, and similar written information in letters, memoranda, forms, and other documents, both hard copy and on computer. |
| Hearing/Speaking | Ability to converse orally with telephones, computers, and radios to receive and communicate information to employees and the public. |
| Agility/Movement | Ability to lift, push, pull, and manipulate tools, equipment, supplies, and other objects often weighing upwards to fifty (50) pounds. |

DESIRABLE QUALIFICATIONS:

Licensed Civil Engineer level preferred, or higher degree in engineering, construction, construction management or related fields. Previous experience in a governmental setting, familiarity with MDOT project bidding and documentation, and public works or road commission experience desirable. Experience with word processing, spreadsheet software, ProjectWise, Roadsoft, Merl, and Field Manager desirable. Ability to work well with other employees, and deal with the public in person and in writing in a tactful and courteous manner. Must be able to operate a variety of office equipment including calculators, fax machines, copy machines, and computers. Must be able to prepare and maintain accurate records, correspondence and reports, and work satisfactorily with other employees, appointed officials, and the public.

EMPLOYMENT STATUS:

It is the policy of the Commission that all employees in this job classification are employed at the will of the Commission and may resign or be dismissed, with or without cause or notice, at any time during employment.

NOTE: The above job description has been developed based on the guidelines defined by the Americans with Disabilities Act (1990).