

**DODGE COUNTY**  
**TITLE: COUNTY HIGHWAY ENGINEER**

<b>BAND E</b>	<b>GRADE 8</b>	<b>SUBGRADE 3</b>
<b>DIVISION:</b> Highway	<b>ACCOUNTABLE TO:</b> County Board	<b>CLASS CODE:</b> Exempt
<b>PRIMARY LOCATION:</b> Dodge Center	<b>NORMAL HOURS:</b> 8:00 a.m. - 4:30 p.m.	<b>DATE OF LAST REVISION:</b> 8/1/2022

**JOB PURPOSE:**

Under the authority of Minnesota Statute 163.07 and State Aid Operations Rules Chapter 8820 and under the policies and budgetary authority and general direction of the County Board of Commissioners. Directs the operation and provides professional engineering services for a department responsible for planning, design, construction and maintenance of the county road system, county state aid system, and oversees the township bridge system.

<b>Duty No.</b>	<b>Essential Duties</b>	<b>Frequency</b>	<b>B/G</b>
1.	Develops short- and long-range planning programs for the construction, maintenance and capital improvement of the County's highways, bridges and trails systems. Ascertains needed resources and funds for the completion of programs in four departments of the Highway Department. Investigates eligibility for and obtains special funding sources and grants whenever appropriate.	20%	
2.	Administers and provides overall management of department maintenance activities. Establishes priorities for maintenance functions. Budgets for maintenance activities and major equipment purchases. Writes or approves specifications for major equipment purchases and other capital outlay. Provides engineering for maintenance and construction projects. Establishes level of service consistent with available resources and system needs.	15%	
3.	Prepares and monitors departments operating and capital improvement budgets and other expenditures. Obtains special funding and grants from non-standard sources. Investigates funds available for expenditures from federal, state and local sources. Ascertains funding needs for all departmental accounts, i.e., administration, construction, maintenance, and equipment. Evaluates and anticipates expenditures against projects' receipts and makes any needed adjustments.	12%	
4.	Prescribes general rules, regulations and policies for the department. Administers department operational activities and supervises its employees. Serves as department head and administers office functions. Approves bills and payroll for Board submittal. Ensures employees receive continuing education in	12%	

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	technical, job skills, and safety areas. Lends technical assistance to Dodge County townships and municipalities. Ascertains personnel needed to accomplish desired level of service. Responsible for hiring, firing, discipline, training, etc., of all employees in accordance with Board approval and County policy.	12%	
5.	Provides professional engineering for the design and construction of county construction projects. Facilitates public hearings on individual road projects prior to final design. Directs and acquires right of way for construction projects. Determines alignment and design features of new or reconstructed roadways. Oversees and approves preparation of construction plans, project specifications, bid proposals and funding of major projects. Performs preliminary approval of all payments to contractors and negotiates for any work outside the contract. Prepares reports, studies, impacts, findings, etc., as required by federal and state agencies, to obtain project funding. Oversees and approves construction operations of departments in field. Determines or approves field inspection methods and techniques for construction projects.	15%	
6.	Participates in coordinating county engineering activities and projects with other county and municipal operating agencies and with related agencies of the state and federal governments. Coordinates with other county departments, i.e., planning and zoning, environmental quality, emergency management, and other non-county offices such as soil and water conservation and the extension office.	13%	
7.	Meets with citizen groups, individuals and the media to discuss issues and resolve complaints. Serves as the department's public relations officer, spokesperson and representative.	3%	
8.	Prepare correspondence, resolutions, reports and makes presentations for approval by the County Board of Commissioners and Committees in county activities. Provides technical recommendations to local, state and federal legislators for the creation of laws and funding regarding local and state transportation issues. Actively involved in State committees responsible for the distribution of State and Federal funds within the state and district. Represents Dodge County in a variety of state and federal organizations.	10%	
9.	Performs various duties as required to manage department.		

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**MINIMUM QUALIFICATIONS:**

- Graduation from college or university with a major in civil engineering.
- Five years experience in civil engineering including some experience in a supervisory capacity.
- Registration or eligibility to become registered as a Professional Engineer in the State of Minnesota.
- Valid Minnesota driver's license.

**KNOWLEDGE/SKILLS/ABILITIES REQUIRED:**

- Thorough knowledge of the principles and practices of civil or highway engineering.
- Thorough knowledge of construction and maintenance methods, materials and equipment as employed in roads, bridges and other public works.
- Thorough knowledge of state and local codes and laws and other influencing governmental laws, rules and regulations relative to the planning, development, construction and maintenance of county roads.
- Make and supervise the preparation of difficult engineering computations, estimates, designs, plans and specifications.
- Plan, delegate, review and approve the work of operating units engaged in road construction and maintenance activities.
- Establish and maintain effective working relationships with county officials and employees, officials of other governmental jurisdictions, other professional engineers, contractors, and the general public.
- Knowledge of the principles and practices of modern office management.
- Ability to prepare technical reports in connection with County Highway Projects.

**CORE COMPETENCIES OF POSITION:**

- Knowledge of Work Rules. Develops and maintains a thorough working knowledge of all department and applicable jurisdictional policies and procedures in order to help facilitate compliance with such policies and procedures by all staff members.
- Commitment to the Work Group. Develops respectful, cooperative and productive work relationships with co-workers, including the demonstrated willingness to help newer staff so their respective job responsibilities can be performed with confidence as quickly as possible.
- Commitment to Customer Service. Demonstrates by personal example the service quality and integrity expected from all staff members. Represent Dodge County in a professional manner to the general public, employees and other outside contact/constituencies in a manner that helps maintain and enhance Dodge County's reputation as well managed and citizen oriented.
- Communication. Confer regularly with and keep one's immediate supervisor informed of all important matters pertaining to those functions and job responsibilities for which they are accountable.
- Productivity and Work Organization. Demonstrates ability to plan, organize and accomplish work in a timely and effective manner. Report to work location on time and on a regular basis.
- Problem Solving and Decision Making. Exercise good judgment in problem solving, analytical thinking, and independent thinking as it relates to departmental and County

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procedures, problems, and policy interpretations.

- Safety Rules and Procedures. Know and observe the safety policies and procedures of the County. Perform tasks in a safe and efficient manner while using appropriate safety equipment, clothing, and devices.

**ACCESS TO NOT PUBLIC DATA:**

The employee in this position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, incumbent must properly store the not public data according to the provisions Ch. 13.

**SAFETY POLICY:**

It is the responsibility of every employee of Dodge County to know and observe the safety policies and procedures of the County. Each employee is expected to perform tasks in a safe and efficient manner while using appropriate safety equipment, clothing, and devices.

**MISCELLANEOUS INFORMATION:**

The employee may be required to perform other related duties as assigned.

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## Physical, Mental and Environmental Requirements

### Part I: Physical Requirements

#### Section A

The physical mobility requirements of this job are to spend:

4	hours a day sitting
3	hours a day standing
<1	hours a day walking
<1	hours a day kneeling
<1	hours a day stooping
1	miles a day walked
6	feet climbed using a ladder
500	feet climbed on an incline
50	feet climbed using stairs

#### Section B

The physical effort requirements of this job are

# of pounds lifted	
50	pounds lifted waist high
20	pounds lifted shoulder high
10	pounds lifted above the head
50	pounds are carried alone
100	pounds are carried with someone else
	distance weight must be carried (feet)
	pounds are pushed
	pounds are pulled
30	pounds are held

#### Section C

The physical dexterity requirements of this job are to operate:

X	a telephone
X	Computer/electronic equipment
X	hand tools
X	Electric tools
X	Manipulate small objects

### Part II: Sensory Abilities

The checked items listed below are sensory requirements needed for this job. Items are critical, useful, or not required.

critical	useful	
X		see
X		distinguish colors
X		hear or listen
	X	taste
	X	smell
	X	touch
X		speak

### Part III: Mental Effort

The mental efforts required on a daily basis are:

X	reading	X	Analyzing data
X	writing	X	Searching for solutions
X	basic arithmetic	X	Creating methodologies
X	mathematics	X	Conducting research
	weighing and/or measuring	X	Managing resources
X	visualizing conclusions	X	Evaluating performance of others

### Part IV: Work Environment

The elements of this job's work environment are (complete all that apply):

4	hours a day spent working <b>under time pressure</b>
2	hours a day spent working <b>rapidly</b>
80	% of time spent <b>indoors</b>
20	% of time spent <b>outdoors</b>
6	% of time spent <b>in an automotive vehicle</b>
65	% of time spent <b>at a desk, bench or window</b>
65	% of time spent <b>in an office or control room</b>

	The condition of the air is <b>clean (controlled)</b>
X	The condition of the air is <b>normal/average</b>
	The condition of the air is <b>dusty/dirty</b>
	The condition of the air is <b>wet/humid</b>
	The condition of the air is <b>affected by fumes, smoke etc.</b>

X	The noise level is <b>normal</b>
	The noise level is <b>loud, requiring ear protection</b>
X	The surface of the working environment is <b>level</b>
	The surface of the working environment is <b>sloping</b>
	The surface of the working environment is <b>uneven</b>
	The surface of the working environment is <b>slippery</b>

### Part V: Additional Comments: