

**POSITION OPENING
ENGINEER FOR LAGRANGE COUNTY HIGHWAY DEPARTMENT**

LaGrange County is seeking to fill the position of Engineer for LaGrange County Highway Department.

Incumbent serves as Engineer for the LaGrange County Highway Department, responsible for supervising the design, construction, planning, traffic, and other engineering functions of the county highway department under the direction of the LaGrange County Board of Commissioners.

Duties include, but are not limited to:

Provides engineering and administrative services for maintenance of County roads and rights-of-way, including investigating and discussing road condition problems with Highway Supervisor, determining and designing cost-effective improvement projects, overseeing construction, ensuring adherence to budget, and conducting engineering and traffic studies to establish speed, load limits and warning signs.

Provides engineering and administrative services for maintenance of large and small County bridges and culverts, including directing maintenance of inventory, designing rehabilitation and replacement projects as needed, preparing specifications, bid/contract documents and legal ads, coordinating work performed by consulting engineering firms in completing projects and related reports.

Responds to inquiries and complaints from the public and other County departments regarding transportation, road conditions, drainage concerns, and construction. Provides information and assistance, implements corrective measures, and/or directs individuals to appropriate department personnel.

Frequently performs on-site inspection of Highway Department projects to ensure compliance with specifications, determine project status, and certify completion.

Prepares and publishes County-wide inventory and classification of County roads, culverts and bridges.

Prepares and submits reports of Highway Department projects/activities to federal, state, and local agencies as required.

Maintains long range work plans/schedules for road projects and creates an annual work plan, including designing and developing specifications, plans and bid documents, preparing estimates and budgets, and implementing and inspecting all road, bridge, drainage, and safety projects for LaGrange County, ensuring compliance with applicable regulations and contractual agreements.

Assists in planning, developing and administering capital improvement projects for roads, bridges and other public infrastructures.

In conjunction with the LaGrange County Highway Supervisor, prepares annual department budget, including estimating costs for materials, equipment, and personnel, and, with the Highway Supervisor, submits and presents budget to County Commissioners for approval.

Compiles data for additional funding sources, such as grants and federal aid, and completes and submits required applications. Monitors federal aid projects during all phases, from inception through completion.

Performs and summarizes traffic safety studies, recommending ordinances, speed limits, signage and other traffic solutions to County Commissioners as appropriate.

Prepares and administers long-range program of road and bridge construction/improvements. Reviews construction project bids and makes recommendations to Commissioners for award.

Reviews various plans/specifications for compliance with County ordinances, rules and regulations; such as subdivisions, large developments, residential and commercial drives, and utility permit applications.

Supervises and directs assigned personnel, including determining staffing requirements, planning and delegating work assignments, establishing goals and work standards, and maintaining discipline.

Attends various meetings as needed or required to report on or make recommendations as to projects, such as County Commissioners, County Council, Board of Zoning Appeals, and Plan Commission.

Serves as ADA and Title VI Coordinator.

Performs other duties as assigned or as required by statute, ordinance, or rule.

Job Requirements:

Bachelor degree in Civil Engineering;

Registered Professional Engineer licensed in the State of Indiana;

Resident of Indiana;

Must be 21 years of age and possess a valid Driver's License and demonstrated safe driving record;

Ability to meet all Department hiring requirements, including passage of a drug test.

Ability to productively work with and effectively communicate orally and in writing with the County Highway Department Supervisor, co-workers, subordinates, the County Executive, other County departments, Plan Commission, County Surveyor, Auditor's Office, Indiana Department of Transportation (INDOT), Indiana Department of Environmental Management (IDEM) and other regulatory agencies, utility companies, contractors, engineering consultants, and the public.

Working knowledge of field surveying principles, practices and techniques, and ability to operate modern surveying equipment and ensure accuracy of survey projects.

Knowledge of civil engineering principles, practices, and techniques, and ability to review progress of ongoing engineering projects to ensure quality work under established specifications and guidelines.

Knowledge of basic accounting practices and principles, budget administration, and resource allocation and planning, and ability to prepare Department budget in conjunction with County Highway Department Supervisor.

Compensation:

Negotiable, based on qualifications and experience.

Interested persons may obtain an application at the Auditor's Office in the County Annex Building located at 114 W. Michigan, St., LaGrange, Indiana 46761 or online at www.lagrangecounty.org. Applications accepted in the Human Resource office or HR@lagrangecounty.org through March 31, 2019, or until the position is filled. LaGrange County is an Equal Opportunity Employer.