

# **CHOCTAW COUNTY COMMISSION**

## **JOB ANNOUNCEMENT**

The Choctaw County Commission is currently accepting resumes for the position of:

### **Assistant County Engineer**

#### **Job Summary**

Under the direction of the County Engineer, the employee is responsible for inspecting projects and maintaining records, planning and coordinating road and bridge projects, supervising foremen and assigning work projects. Department projects include patching roads, bush hogging rights-of-ways, resurfacing roads, building and improving dirt roads, building and maintaining paved roads, upgrading bridges and culverts and correcting drainage problems.

#### **Job Domains**

The employee shall perform all duties commonly discharged by the Assistant County Engineer and pursuant to the Professional Engineer's Code of Ethics and the duties and responsibilities as set out by the Code of Alabama (1975).

The employee shall, upon approval of the Chairman of the Choctaw County Commission, attend meetings and or conferences relating to matters of County Engineering and maintain membership in the Alabama County Engineers Association in order to maintain professional development, and the employer, upon approval by the Chairman of Choctaw County Commission, will support such activities by providing fees, travel and per diem expenses.

It is understood by the employee that his immediate supervisor will be the County Engineer and it is an essential part of the employee's employment that he at all times acts in a dignified, professional and courteous manner to the County Engineer. Failure to do so will be deemed just cause for termination. The employee shall perform all duties and responsibilities assigned to him by the County Engineer and the employer.

#### **Knowledge, Skills and Abilities** **(\* Can be acquired on the job)**

1. Ability to communicate with employees, supervisor, and general public in person, over the phone, and by two-way radio.
2. Ability to read road maps, blue prints and notices.
3. Ability to write and complete forms and daily activity report.
4. Math skill to determine supplies needed for projects; add, subtract, multiply and divide.
5. Physical dexterity to climb and maneuver over rough ground.
6. Ability to deal with irritable individuals in a calm and professional manner.

7. Knowledge of road construction and resurfacing methods and practices.
8. Knowledge of road drainage system methods and practices.
9. Knowledge of county roads.
10. Ability to supervise others.
11. Ability to plan and coordinate work projects.
12. Ability to work outdoors for extended periods of time in varying extremes of weather conditions.

### **Other Characteristics**

1. Possess a degree in engineering and be certified as an Engineer Intern in the State of Alabama and maintain said certification.
2. Ability to be on call and assist with emergencies as required
3. Possess a valid Alabama driver's license.
4. Ability to work nonstandard hours.
5. Certified Bridge Inspector or have the ability to become certified.
6. Certified as a Roadway Technician or have the ability to become certified.
7. Certified as a Concrete Technician or have the ability to become certified.
8. Certified as a Herbicide Applicator or have the ability to become certified.
9. Familiar with ALDOT specifications and procedures.
10. Ability to travel to training sessions, meetings and workshops.
11. Ability to read and comprehend Choctaw County Policies and Procedures Manual.

### **Work Environment**

The work environment involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts or machines, or irritant chemicals.

### **Physical Demands**

The work requires some physical exertion such as long periods of standing, walking over rough, uneven or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities. The work may require specific, but common, physical characteristics and abilities such as above average agility and dexterity.

**Resumes/Applications will be accepted at the Choctaw County Engineer's Office located at 239 Fire Tower Road, Toxey, AL 36921 ATTN: Steven Fitzgerald or via email at [choctaw.co.eng@gmail.com](mailto:choctaw.co.eng@gmail.com) beginning Monday February 10, 2025 until the position is filled.**

**This is a professional, full-time position and, as such, is exempt from overtime. Salary is commensurate with licensing and experience.**