

# TALLADEGA COUNTY COMMISSION



**POSITION:** ENGINEERING ASSISTANT I  
**DEPARTMENT:** Talladega County Highway Department  
**PAY RANGE:** Grade E/1-24 (\$9.09-\$18.08 per hour)  
**FLSA:** Non- Exempt

**OVERVIEW:** Performs a variety of entry level project inspection and engineering related activities, and begins to form a foundation of engineering concepts and principles.

## **ESSENTIAL DUTIES:**

Under the supervision of the Assistant County Engineer, or Project Engineer, the ENGINEERING ASSISTANT I performs the following duties:

- Assists Project Engineer on construction projects of all types
- Assists in various engineering tasks needed for department operation
- Conducts various field, office, and laboratory assignments according to established standard procedures including sampling or testing construction materials, soils, asphalt, concrete, etc
- Maintain and operates surveying equipment
- Assists in road, land, and construction surveys
- Inspects subdivision and commercial development and maintains files for those projects
- Inspection construction projects for quality and quantity of materials and construction methods used
- Performs inspections of right-of-way and utility installation
- Performs inspections of right-of-way and utilities and reviews utility plans and inspects utility installation
- Performs traffic surveys and road and bridge inventories
- Conducts a variety of drafting assignments
- Assist in the preparation of various reports, maps, graphs, charts, and plans
- Determines the need for proper road signs and paint stripe
- Maintains various files and records
- Completes reports for State and Federal agencies
- Assists in the preparation of reports and estimates for various projects
- Performs other job related duties as necessary
- Serves as Project Engineer on County, State, and Federal Aid Projects in some cases
- Inspects bridges, inputs and documents on needed forms and inputs data into computer
- Attends various seminars and schools as required
- Performs other duties as assigned.

## **EDUCATION AND EXPERIENCE:**

- This is an entry level position that introduces the employee to the basic fundamentals of highway construction and maintenance
- Must have earned a high school diploma from a standard high school or a graduate equivalency diploma with successful course work in mathematics, science, mechanical drawing, drafting, etc.
- Any post-secondary training in engineering, drafting, surveying, construction, or a related field is highly desirable OR minimum of one (1) year paid experience in drafting, surveying, construction, or a related occupation OR a combination of formal training and paid experience totaling one (1) year.
- After some time spent in the position, the employee is expected to pursue State certification as an Asphalt Roadway Technician, Concrete Technician, Traffic Control Inspector, and Bridge Inspector, to further their advancement in the position.

## **MINIMUM SKILLS AND ABILITIES:**

- Must have a valid Alabama Driver's License
- Must be able to communicate effectively orally and in written form
- Must be able to follow oral and written instructions
- Must be able to read, comprehend, and interpret correspondence, reports, technical manuals, graphics, deeds, maps, construction plans, etc.
- Must be able to write well enough to prepare technical documents
- Must be familiar with the use of drafting tools, surveying equipment, hand tools, and lettering procedures
- Must have a working knowledge of mathematics including geometry as it relates to drafting
- Must be able to work and communicate effectively with a variety of people including professionals, officials, co-workers, and the public at large
- Must be able to work outside in a variety of weather conditions performing duties requiring mild physical exertion including walking, standing, bending, lifting, kneeling, squatting, etc.
- Must be able to lift a minimum of 50 pounds
- Must be knowledgeable of all types of bridges and drainage structures
- Must be able to identify needs of structures, document, report, and suggest solutions
- Must be willing to inspect all parts of structures, including hard to reach areas
- Must have detailed knowledge of filing systems and correspondence between County and State offices
- Must have detailed knowledge of project forms, calculations, guidelines, and specifications as they relate to Alabama Department of Transportation procedures
- Must also have knowledge of the Alabama Department of Transportation Construction Manual and how to properly document and submit project paperwork for payment and review.

### **SUPERVISORY CONTROLS:**

- This position has no supervisory duties.
- This position receives supervision from the Project Engineer. May also receive direction from the County Engineer and other designated staff.

### **WORK ENVIRONMENT:**

- Work is performed in both indoor and outdoor environments, including construction sites.
- Outdoor work involves travel from site to site
- Exposure to various weather conditions, slippery, uneven surfaces and rough terrain.

### **REQUIRED PHYSICAL ABILITIES:**

- Must have a sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to work sites throughout the County.
- Sufficient physical ability to walk, stand, bend, stoop or climb for long periods of time.
- Moderate lifting and carrying.
- Ability to operate motorized equipment and/or vehicles.
- Must have a sufficient vision and other powers of observation, with or without reasonable accommodation, which permits the employee to work safely in heavy traffic and heavy equipment operation.
- Vision sufficient to read computer screens and printed documents and hearing within the normal audio range, with or without correction.
- Must have a sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand department and safety rules and regulations and work around high traffic areas
- Must have a sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools and related equipment.

### **ADA COMPLIANCE:**

Talladega County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

### **DRUG AND ALCOHOL COMPLIANCE:**

In accordance of Talladega County's Substance Abuse Policy of 2012, as amended, all job applicants offered employment in safety-sensitive positions will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to

work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

**LIMITATIONS AND DISCLAIMER:**

The above job description reflects management’s assignment of essential functions; it does not proscribe or restrict tasks assigned and is meant to describe the general nature and level of work being performed. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. Management has a right to assign or redefine duties and responsibilities to this job at any time. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**JOB DESCRIPTION ACKNOWLEDGEMENT**

I have received, reviewed and fully understand the job description for **ENGINEERING ASSISTANT I**, for the Highway Department. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_