

COOK COUNTY EMPLOYMENT OPPORTUNITY

TITLE: ASSISTANT COUNTY ENGINEER

FUNCTION: Assists Cook County Highway Engineer in the operations of the Highway Department engineering division and supervises project staff. Prepares project memoranda, plans, specifications, and estimates. Assists in project planning and scoping.

DUTIES: Typical duties include, but are not limited to the following: Manages the day-to-day activities of the engineering division. Assigns, coordinates, and reviews the work of staff involved in surveys, design, materials analysis, and inspection of highway construction projects. Provides orientation and training, assists with performance evaluations, and participates in hiring decisions. Computes areas, drafts legal descriptions, prepares deeds, and negotiates land acquisitions for highway right-of-way purposes. Prepares environmental impact statements, project reports, DNR permits, and documents. Assesses, prioritizes, and reviews construction needs with County Engineer. Performs construction inspection as required. Assumes additional administrative responsibilities in the absence of the County Engineer.

QUALIFICATIONS: **Required:** Graduate of 4-year Civil Engineering program. Minimum 5 years' experience in roadway design and inspection. Currently licensed Professional Engineer with ability to obtain a MN P.E. license within 6 months of hire. Valid driver's license. Ability to communicate effectively in oral and written fashion. Knowledge of Engineering Design software, and Microsoft Office. Ability to maintain effective working relationships with supervisor, peers, subordinates, elected officials, and the general public. Physical ability to work in an office environment and in the field. **Additional preferred:** Current MN P.E. licensure. Knowledge of Auto CAD and Civil 3D software. Knowledge of MN State Aid, DNR, BWSR, and U.S. Corp of Engineers' processes and rules. Knowledge of county government and operations. Prior project management experience.

STATUS OF POSITION: This is a full-time, supervisory, non-union position working 40 hours per week, Monday through Friday, plus additional time when necessary. Salary range: \$27.402 per hour (step 1) through \$36.443 (step 15). DOQ, plus a full county benefit package.

SELECTION PROCESS: Candidates must complete a formal Cook County application and supplemental education/experience questionnaire. Resumes will not be accepted in lieu of a formal application and questionnaire. Applicants with the highest education/experience scores (including veteran preference points if applicable) will then be interviewed. For information and forms, go to the county web site (www.co.cook.mn.us) or contact Administrator Jeff Cadwell, Cook County Courthouse, 411 W. 2nd St., Grand Marais, MN 55604, (218)-387-3687, or jeff.cadwell@co.cook.mn.us. Position will remain open until filled, but review of applications will begin on August 31, 2016.

COOK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER