

GRUNDY COUNTY ENGINEER OPENING

Grundy County is currently accepting applications for the position of County Engineer. Grundy County is located in Central Iowa between Marshalltown and Waterloo.

The County Engineer is responsible and accountable for the overall planning, direction, coordination, and control of the Secondary Road System. This includes the effective, safe, and efficient construction, maintenance and engineering of all secondary roads, bridges, and related services. The Engineer supervises 27 full-time employees. The role requires good communications skills and the ability to establish and maintain an effective working relationship with county personnel, contractors, vendors, and the public.

Applicants must have an Iowa Professional Engineering License or be able to obtain the license within two months.

Annual salary is based on experience and qualifications. Grundy County offers an excellent benefit package.

Must pass a pre-employment physical examination by a designated physician.

An employment application may be obtained from the Grundy County Auditor located in the Courthouse at 706 G Avenue, Grundy Center or on the website www.grundycountyiowa.gov. Please return a signed completed employment application, motor vehicle record release, and resume to the Grundy County Auditor or email at alan.tscherter@grundycountyiowa.gov.

Applications will be accepted until 4:00 p.m. on Friday, March 29th, 2024.

Grundy County is an Equal Opportunity Employer. ***Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran's status.***

GRUNDY COUNTY POSITION DESCRIPTION

JOB TITLE:	County Engineer
DEPARTMENT:	County Engineer/Secondary Road Department
FLSA STATUS:	Exempt
JOB CODE :	DEPT 20
LOCATION :	Grundy Center, Iowa
EFFECTIVE DATE:	2/12/2024

REPORTING RELATIONSHIPS

Reports to:	County Board of Supervisors
Direct reports	Assistant to the County Engineer, Maintenance Superintendent

GENERAL SUMMARY:

The purpose of this position is to oversee, direct and manage the day-to-day operations of the County Engineer's Department. Duties include but are not limited to supervising staff, directing activities, overseeing engineering services, reviewing, and correcting problems, developing budgets, advising the Board of Supervisors and performing additional tasks as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Advise the Board of Supervisors in regard to engineering issues pertaining to the construction and maintenance of county roads, and other issues regarding county finances and public works.	30%
2. Plan and prepare work schedules and assign employees to specific duties.	10%
3. Supervise the work of employees to ensure adherence to quality standards, deadlines, and proper procedures, correcting errors, or problems. Provide employees with guidance in handling difficult or complex problems, and in resolving escalated complaints or disputes. Evaluate employees' job performance.	10%
4. Prepare, monitor, and maintain the department's budget.	10%
5. Provide short-range and long-range planning for construction and maintenance	10%
6. Review, receive, and prepare various reports, documents, and forms, including construction plans, balance sheets, time sheets, DOT reports, grants applications, letters, correspondence, and various Engineer's Reports.	10%
7. Train and instruct direct reports in performing job duties and understanding and complying with policies and procedures. Arrange for training for employees as necessary.	5%
8. Write application for all types of construction and maintenance equipment for purchases. Administer collective bargaining agreement.	5%
9. May perform other duties as assigned.	10%
TOTAL =	100%

MINIMUM QUALIFICATIONS - EDUCATION AND EXPERIENCE

Bachelor's degree in civil engineering, science or related fields and a minimum of 5 or more years related experience in engineering or any equivalent combination of education, training and experience that demonstrates the ability to perform the duties of the position. Supervisory experience required.

MINIMUM QUALIFICATIONS - KNOWLEDGE, SKILLS, AND ABILITIES

Tools and Equipment: Knowledge of methods, materials, equipment, and tools used in engineering, roadway maintenance, and construction.

Technical: Basic knowledge of computers such as word processing (i.e. Word) and spreadsheet software (i.e. Excel) to enter data and process information. Ability to use the Internet and specialized department software to extract and record data.

Mathematical: Basic math such as adding, subtracting, multiplying, and dividing. Ability to compute rate, ratio, weights, and percentages. Ability to use agriculture measurements like rods, chains, links, and acres.

Interpersonal: Flexibility in adjusting to changing circumstances, information, employee, and customer needs. Demonstrate a willingness to take initiative. Work independently with no supervision. Be reliable, responsible, and dependable in fulfilling obligations. High level of integrity and ability to maintain confidentiality.

Communication: Excellent verbal and written communication skills. Ability to effectively communicate and present information and respond to County Officials, employees, contractors, and the general public. Develop and maintain constructive and cooperative working relationships with the public, other government entities and other external sources. Establish and maintain effective working relationships.

Language: Ability to read, analyze, and interpret data, legal documents, or governmental regulations. Ability to prepare reports, general correspondence, and lists.

Organizational: Ability to organize, plan and prioritize work. Utilize problem solving skills, analytical thinking in gathering and analyzing data. Ability to work under pressure, time constraints and deadlines.

Resource Allocation: Ability to manage financial resources in determining how money will be spent to get the work done, and accounting for these expenditures. Ability to manage resources, obtain and see to the appropriate use of equipment, facilities, and materials needed.

Supervisory: Supervise, motivate, and develop employees. Plan work assignments, activities, hours and schedules. Provide leadership and direction. Mediate disputes.

Safety: Understand and practice safe work habits on the job site as well as local and federal safety regulations.

LICENSING/CERTIFICATION

Must possess a current Professional Highway/Civil Engineering License. May possess a Professional Land Surveyor's License.

Other requirements: Keep current with all changes and revisions in federal/state mandated laws and operating regulations. Attend applicable job-related training, workshops, and seminars.

Iowa Driver's License: Must possess a current Iowa driver's license and demonstrate safe driving practices.

WORKING CONDITIONS

Frequently exposed to outside weather conditions including wet or humid conditions, extreme cold or extreme hot conditions including work near moving mechanical parts, , risk of electric shock and occasionally works in high, precarious places. Occasionally lifts, carries, or otherwise moves and positions objects weighing up to 40 pounds. Typically moves about on a regular basis to coordinate work on a regular basis.

DISCLAIMER

The above statements are intended to describe the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this job.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

REVIEW AND APPROVAL: Indicates review by incumbent and approval by supervisor.

Employee's Name (please print): _____

Employee's Signature: _____ Date: _____

Supervisor's Name (please print): _____

Supervisor's Signature: _____ Date: _____

GRUNDY COUNTY, IA**COUNTY ENGINEER****EMPLOYMENT APPLICATION**

Grundy County, Iowa, is an equal opportunity employer and does not discriminate against any employee or applicant for employment on the basis of age, race, religion, creed, color, sex, national origin, or disability. Please answer ALL questions. Print or write carefully. If you provide false, inaccurate, or incomplete information on this application form or in any interview or if you fail to disclose information requested on this application form or in any interview, you will not be eligible for employment, or, if you are hired, you will be subject to termination.

Note: If you have a physical or mental disability and you believe that an accommodation may be necessary in order for you to complete this application, please state the kind of accommodation which you believe is appropriate: _____

PERSONAL INFORMATION (TO BE COMPLETED BY ALL APPLICANTS)			
Last Name		First	M.I. Date
Street Address			Apartment/Unit #
City		State	ZIP
Phone		E-mail Address	
		Cell Phone	
Date Available	Social Security No.		Desired Salary
Position Applied for County Engineer			
Are you 18 years of age or older?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Are you legally eligible to work in the United States?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you previously applied for employment with this county?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, when and under what name?	
Have you ever worked for this county?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, when?	
Is there any name, other than the name stated above, which you have previously used to identify yourself?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, set out.	

EDUCATION (TO BE COMPLETED BY ALL APPLICANTS)			
High School		Address	
	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

GENERAL (TO BE COMPLETED BY ALL APPLICANTS)	
Subjects of special study or research work	
Special skills	
Activities:	

PREVIOUS EMPLOYMENT (TO BE COMPLETED BY ALL APPLICANTS)			
Employer		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Employer		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Employer		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

In addition to the foregoing, be sure to include an explanation of all gaps in time of employment by attaching extra pages or providing details on the back of this page. Also, please set out your attendance record with your last three employers. Other than vacation and holidays, how many days did you miss work in the last three years? _____

How many months have you been unemployed in the last twelve months? _____

How many months have you been unemployed in the last 36 months? _____

TERMINATIONS AND DISCIPLINARY ACTION (TO BE COMPLETED BY ALL APPLICANTS)

For purposes of the following questions, the term "fired" means firing from employment, termination of employment, discharge from employment, or any involuntary separation from employment, and the term "quit" means a resignation from employment, a failure to return to work, or any voluntary separation from employment. If you answer "yes" to any of the following questions, you must provide detailed information on a separate form or on the back of this sheet.

Have you ever been fired? YES ☐ NO ☐

Have you ever been asked to quit? YES ☐ NO ☐

Have you ever quit after being told that you would be fired if you did not quit? YES ☐ NO ☐

Have you ever quit after being advised disciplinary action would be taken against you? YES ☐ NO ☐

Have you ever quit after disciplinary action was taken against you? YES ☐ NO ☐

For purposes of the following questions, the term "disciplinary action" means any adverse action taken by the employer against the employee for reasons relating to conduct or performance and the term includes, but is not limited to, counseling, verbal warnings, written warnings, verbal reprimands, written reprimands, paid suspensions, unpaid suspensions, days of reflection, and involuntary separation from employment. If you answer "yes" to any of the following questions, you must provide detailed information on a separate form or on the back of this sheet.

Have any of your previous employers ever taken any disciplinary action against you? YES ☐ NO ☐

Have you ever been ordered, directed, or required to pay money to your employer as a part of disciplinary action that was taken against you? YES ☐ NO ☐

Have you ever been ordered, directed, or required to return property to your employer as a part of disciplinary action that was taken against you? YES ☐ NO ☐

CRIMINAL RECORD (TO BE COMPLETED BY ALL APPLICANTS)

The term "convicted" includes a guilty plea, a plea of nolo contendere or no contest, a deferred judgment or adjudication, and an adjudication of guilt or delinquency as a minor. If you answer "yes" to any of the following questions, you must provide details on the back. Note: Convictions will not necessarily bar you from employment. We will consider the number, nature, seriousness, and recency of the convictions in making our decision.

Have you ever been convicted of a felony? YES ☐ NO ☐

Have you ever been convicted of a crime (excluding speeding tickets and moving violations)? YES ☐ NO ☐

THEFT (TO BE COMPLETED BY ALL APPLICANTS)

For the purposes of the following questions, the term "theft" means taking, possession, or controlling property belonging to an entity (such as a company, partnership, or sole proprietorship) or belonging to another person without the right or authorization to do so. "Theft" includes, but is not limited to thefts of cash (currency and coin), thefts of checks, thefts of funds (by wire transfer or otherwise), misuse or unauthorized use of credit/debit cards, thefts of property, misuse or authorized use of accounts or allowances (clothing, mileage, meals, etc.), thefts of time (timekeeping abuse, improper use of leaves of absence, employer time spent on non-employer related matters, etc.), and thefts of service (use of employer's property to perform unauthorized work).

I. Have you ever committed an act of theft that involved your place of employment? YES ☐ NO ☐

If your answer is "yes" to the preceding question, you must answer the following questions.
Was the act reported to or identified by the employer? YES ☐ NO ☐

Did the employer take any disciplinary action against you? YES ☐ NO ☐

Did the employer report this action to law enforcement? YES ☐ NO ☐

Did you pay money or transfer any property to the employer as a result of your act? YES ☐ NO ☐

II. Have you ever committed an act of theft that did not involve your place of employment? YES ☐ NO ☐

If your answer is "yes" to the preceding question, you must answer the following questions.
Was that act reported to or identified by the victim? YES ☐ NO ☐

Did the victim report this action to law enforcement? YES ☐ NO ☐

Did you pay money or transfer any property to the victim as a result of your act? YES ☐ NO ☐

MILITARY SERVICE (TO BE COMPLETED BY ALL APPLICANTS)

Branch	From	To
Rank at Discharge	Type of Discharge and attach copy of Form DD-214	
If other than honorable, explain		

REFERENCES (TO BE COMPLETED BY ALL APPLICANTS)

Please list three professional references.

Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

DISCLAIMER AND SIGNATURE (TO BE COMPLETED BY ALL APPLICANTS)

I certify that the statements made by me in this application and all related information which I have provided are true, accurate and complete to the best of my knowledge. I understand that if I provide any false, inaccurate, incomplete or misleading information in my application or interview, I will not be eligible for employment, or, if I am hired, that I may be terminated regardless of the date on which Grundy County discovers the violation of its policy regarding application form dishonesty.

In connection with my application for employment with Grundy County, I expressly authorize the release to Grundy County of any records or information which may refer or relate to my application for employment, including, but not limited to, records of schools, law enforcement or criminal justice agencies, and previous employers. I hereby release and discharge Grundy County and any other person, firm, agency or corporation from any and all claims and liability which I may have or ever claim to have relating to information provided to Grundy County as part of my application for employment.

If I am offered and accept employment with Grundy County, I understand that my employment is At Will and that my employment may be terminated at any time and for any reason either by me or by Grundy County.

Signature	Date
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NOTE: Please attach a resume.

GRUNDY COUNTY

Authorization to Release Motor Vehicle Records

I am aware that motor vehicle reports may be obtained as part of Grundy County's evaluation of my job application and/or employment. The reports may be procured by Grundy County or its insurance company representative(s), and may include personal information obtained from state motor vehicle departments, my driving record, or an assessment of my insurability for the insurance program.

By signing this form, I hereby provide my authorization for Grundy County or their insurance company representative(s) to procure such information and reports, from time-to-time as deemed appropriate, to evaluate my insurability.

Name – As it Appears on Driver's License

Date of Birth

Driver's License Number

State of Issuance

Signature Employee/Applicant

Date

Denial of Authorization to Release Motor Vehicle Records

I elect not to authorize Grundy County or its insurance company representative to access personal information concerning my motor vehicle records and driving records and reports. I understand that I will be responsible for obtaining a certified copy of my MVR Report and supplying those records to my department head, or the Grundy County Insurance Coordinator or his/her designee when requested.

Signature Employee/Applicant

Date