

Madison County Engineer Job Description

Job Title:	Summer Intern	Department	Operations
Appointment Status:	Seasonal, Temporary	Reports To:	Road Superintendent
Civil Service Status:	Unclassified - Temporary	Exemption Status:	Non-Exempt
Prepared By:	Engineer	Prepared Date:	04/11/2016
Approved By:	Engineer	Approval Date:	04/11/2016

SUMMARY:

Under general supervision, performs a variety of tasks to assist with county highway maintenance, repair and construction projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

An employee assigned to this job is expected to perform essential duties to job performance standards. Reasonable accommodations are made for an otherwise qualified employee with a disability covered by the Americans with Disabilities Act, in so far as the accommodation does not create an undue hardship on the Engineer's Office.

Performs a variety of manual labor tasks to assist in the maintenance of roadways, installation of road drainage, roadside debris removal, and other maintenance responsibilities. Timely completes work and in accordance with quality and policy standards.

Operates a variety of hand tools and forestry implements.

Performs job duties in accordance with work safety practices, and promptly notifies Road Superintendent of unsafe conditions and behaviors.

Courteously interacts and responds to the public, elected officials and co-workers as a representative of the Engineer's Office.

Prepares and submits work related records.

Exhibits integrity, professionalism and ethical conduct as representative of the Engineer's Office.

Attends and participates in required trainings on topics relevant to the job so to keep current.

Performs job responsibilities to performance standards, and in accordance with the Engineer's Office policy, procedure and protocol.

Works assigned schedule, exhibits regular and punctual attendance and works outside of normal schedule as required.

OTHER DUTIES AND RESPONSIBILITIES

Performs errands and/or other duties/tasks as assigned by the Engineer, Operations Superintendent, Supervisors, Deputy Engineer, or Engineering Staff.

Maybe assigned to work in other departments as needed.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

None.

USUAL PHYSICAL DEMANDS

The following physical demands are typically experienced by employees when performing this job's essential duties and responsibilities. These physical demands may provide a basis for the Engineer's Office and otherwise qualified employees or job applicants, with an ADA disability, to identify essential job duties that can be reasonably accommodated, and the type of appropriate reasonable accommodation which may be available which does not create an undue hardship on the employer.

The employee regularly stands, reaches with hands and arms, and talks and hears. The employee exhibits manual dexterity performing essential job duties, and uses hands to finger, handle or feel when operating tools or equipment controls, or performing other duties. The employee sits for extended periods of time when participating in meetings and when operating equipment. The employee frequently walks, and stoops, kneels, crouches or crawls. Vision abilities included close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee regularly lifts and moves up to 25 pounds, and occasionally up to 50 to 100 pounds.

WORK ENVIRONMENT

The work environment is representative of the conditions an employee typically encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts and vibration, and is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock. The noise level within the work environment is usually loud.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty to job performance standards. The qualifications listed below are typical to those of employees who are successful performing this job.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED); must be currently/will be enrolled for the next Quarter/Semester of a College/University undergraduate program.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid State of Ohio Driver's License.

CONDITIONAL HIRE REQUIREMENTS: As a condition of initial employment, each conditionally hired employee is required to successfully pass all conditions of hire. Conditionally hired employees are required to submit to and pass a post-offer drug test, criminal background check, driving record check, and be insurable under the County's driving insurance eligibility guidelines. Following hire, the employee must provide documentation required by the Immigration Reform and Control Act to substantiate the employee's identity and eligibility to work in the United States.

KNOWLEDGE, SKILLS AND ABILITIES

JOB KNOWLEDGE: Job safety practices.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports. Ability to maintain good public relations with residents of the county and with coworkers.

REASONING ABILITY: Ability to understand and carry out instructions furnished in written, oral, or diagram form.

MANUAL LABOR SKILLS: ability to perform manual labor for extended periods of time, occasionally in heat, humidity, cold and other adverse weather conditions.

EQUIPMENT OPERATION: skill in safe and effective operation of light highway maintenance equipment (hand tools, weed eater, air compressor, lawn mower, etc.)

